



Department of Housing and Community Development (DHCD)

Office of the Director/Performance Management Division
As of February 2017

10

Polly Donaldson
Agency Director
E5
PN 00011703

Sharon Gray
Executive Assistant
CS-13
PN 00008552

Danilo Pelletiere
Housing Dev
Advisor
CS-15
PN 00043095

VACANT
Rent
Administrator
ES-9
PN 00000000

Peter Szegedy
Maszak,
Attorney Examiner
ES-10
PN 00046637

Julia Wiley
General Counsel
MS-16
PN 00068364

Vonda Orders
Chief Program Officer
MS-16
PN 00038684

Doug Kemp
Agency Fiscal Officer
MS-16
PN 00005210

Allison Ladd
Chief of Staff
MS-16
PN 00071402

Drew Hubbard
Chief Administrative
Officer
MS-16
PN 00008958

Gwen Cofield
Supervisory Public
Affairs Spec
MS-15
PN 00036737

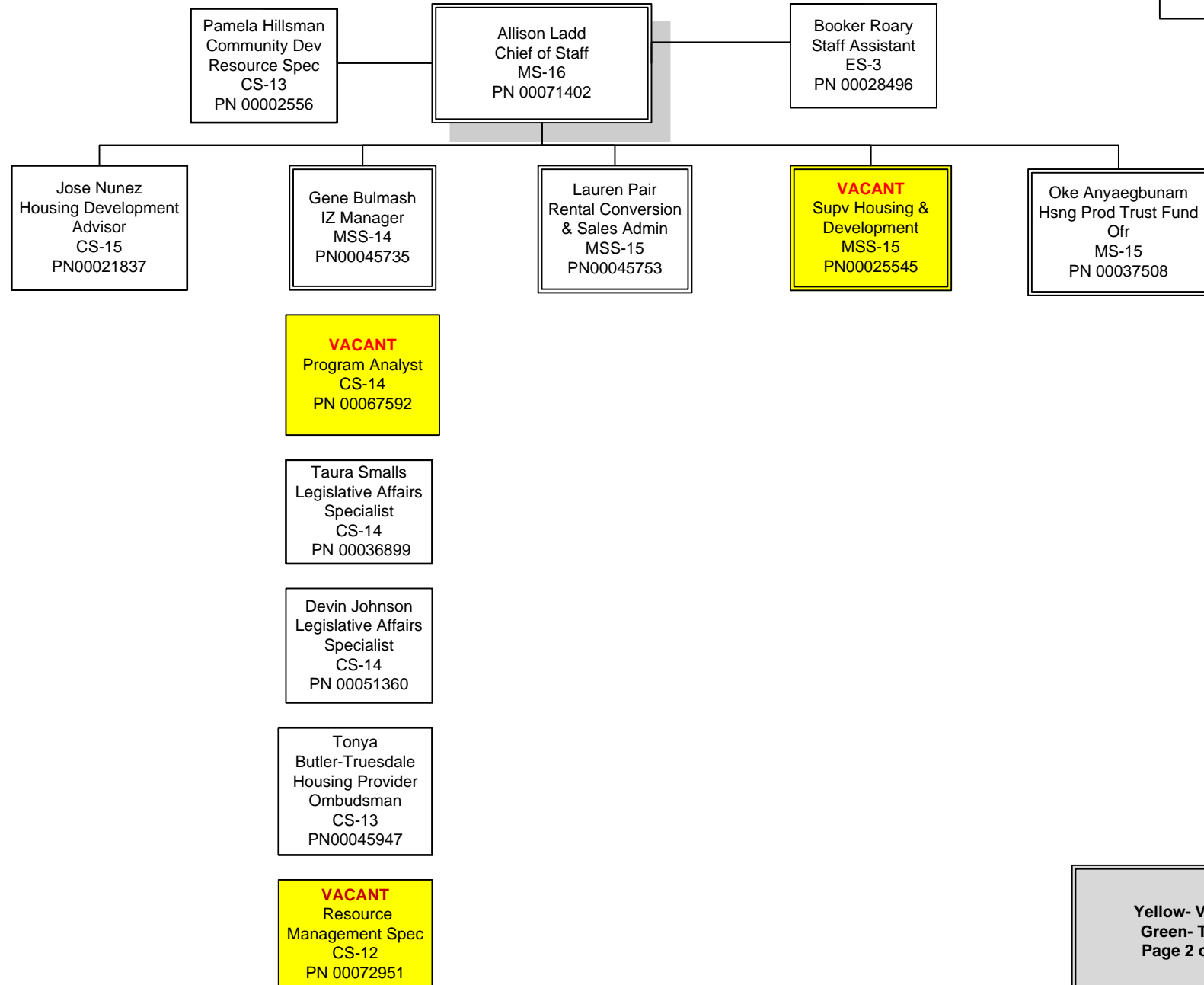
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Department of Housing and Community Development (DHCD)

Office of the Chief of Staff

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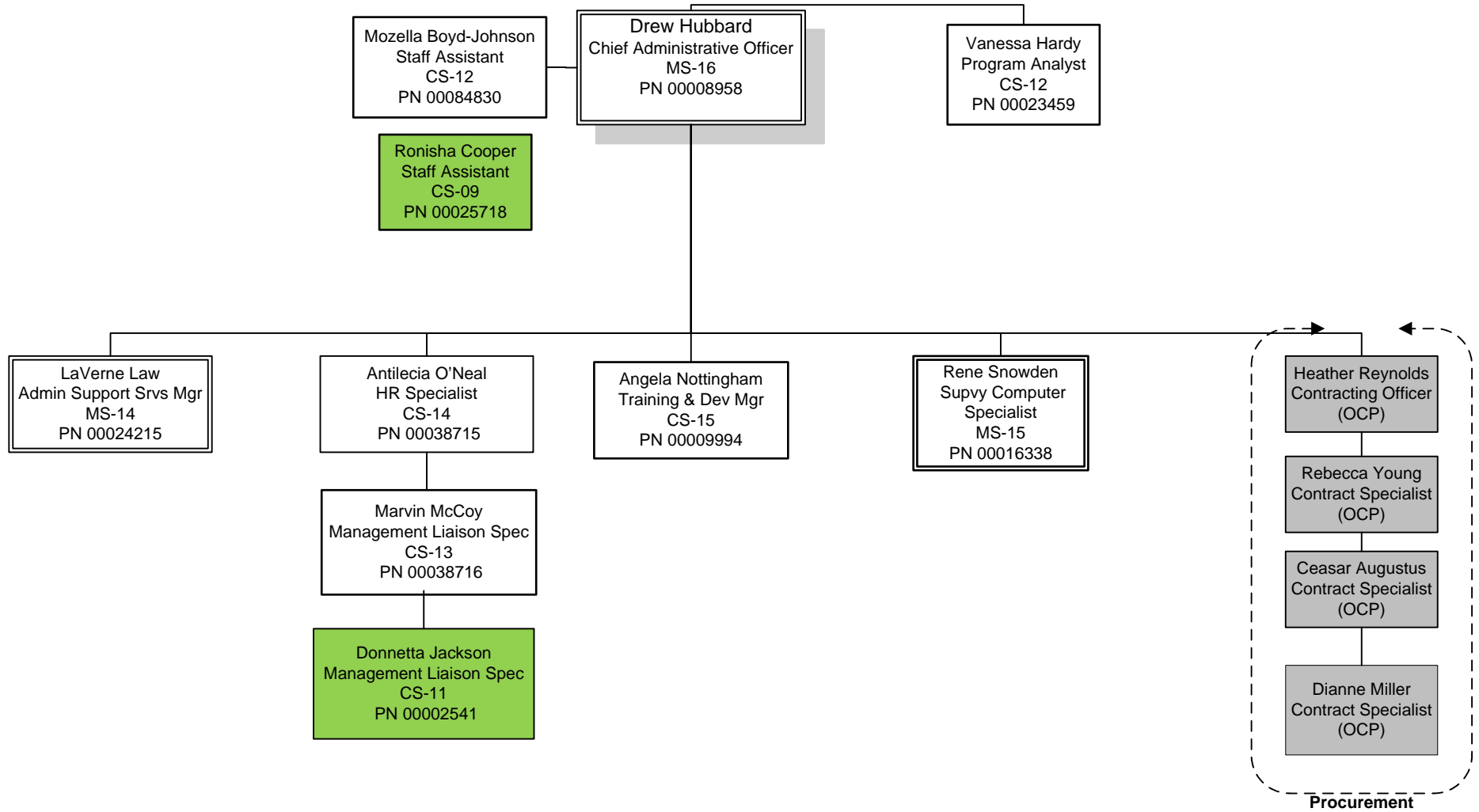


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Department of Housing and Community Development (DHCD)

Office of the Chief Administrative Officer



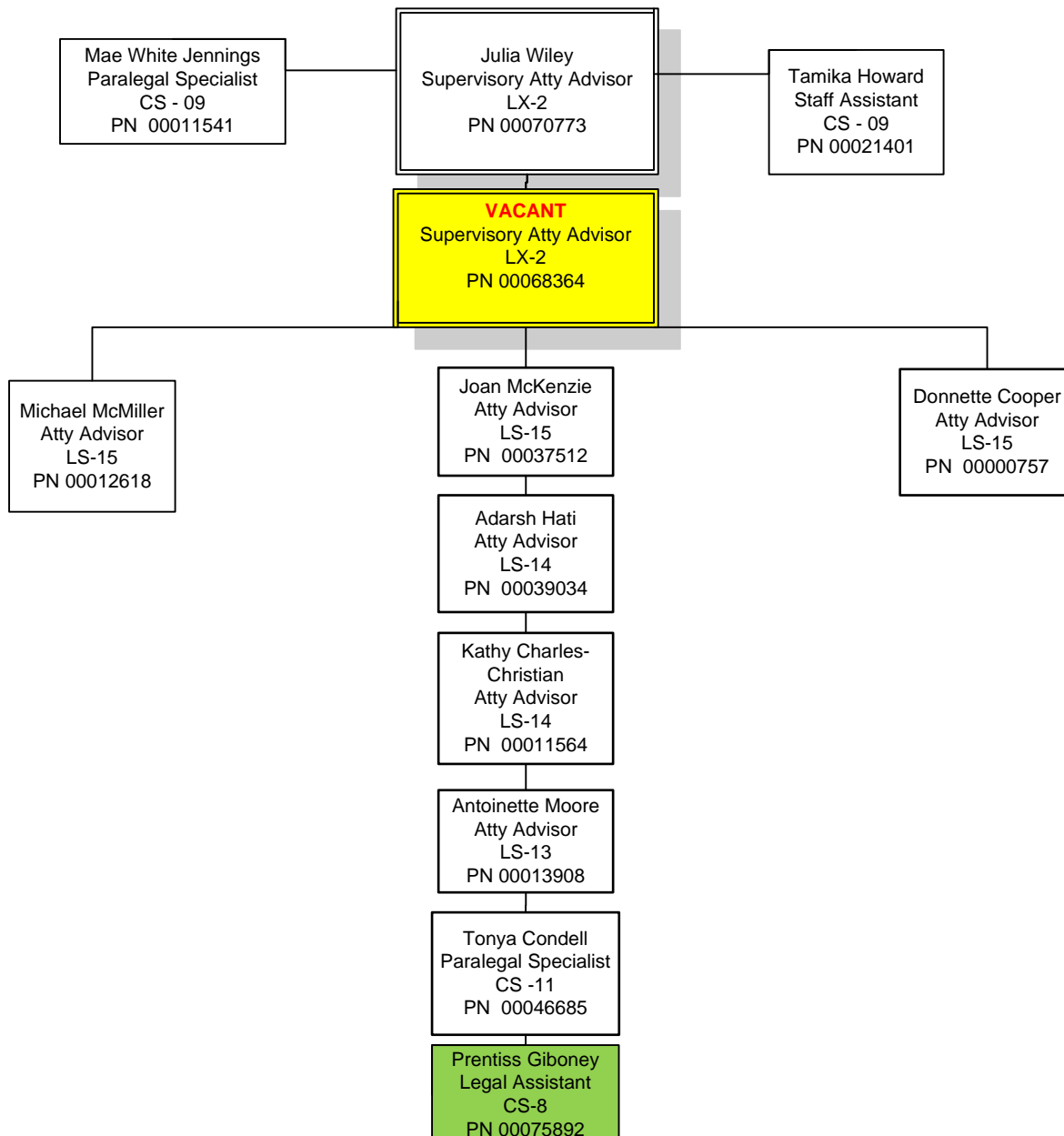
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Gray- Non DHCD Employee
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Department of Housing and Community Development (DHCD)

Office of General Counsel

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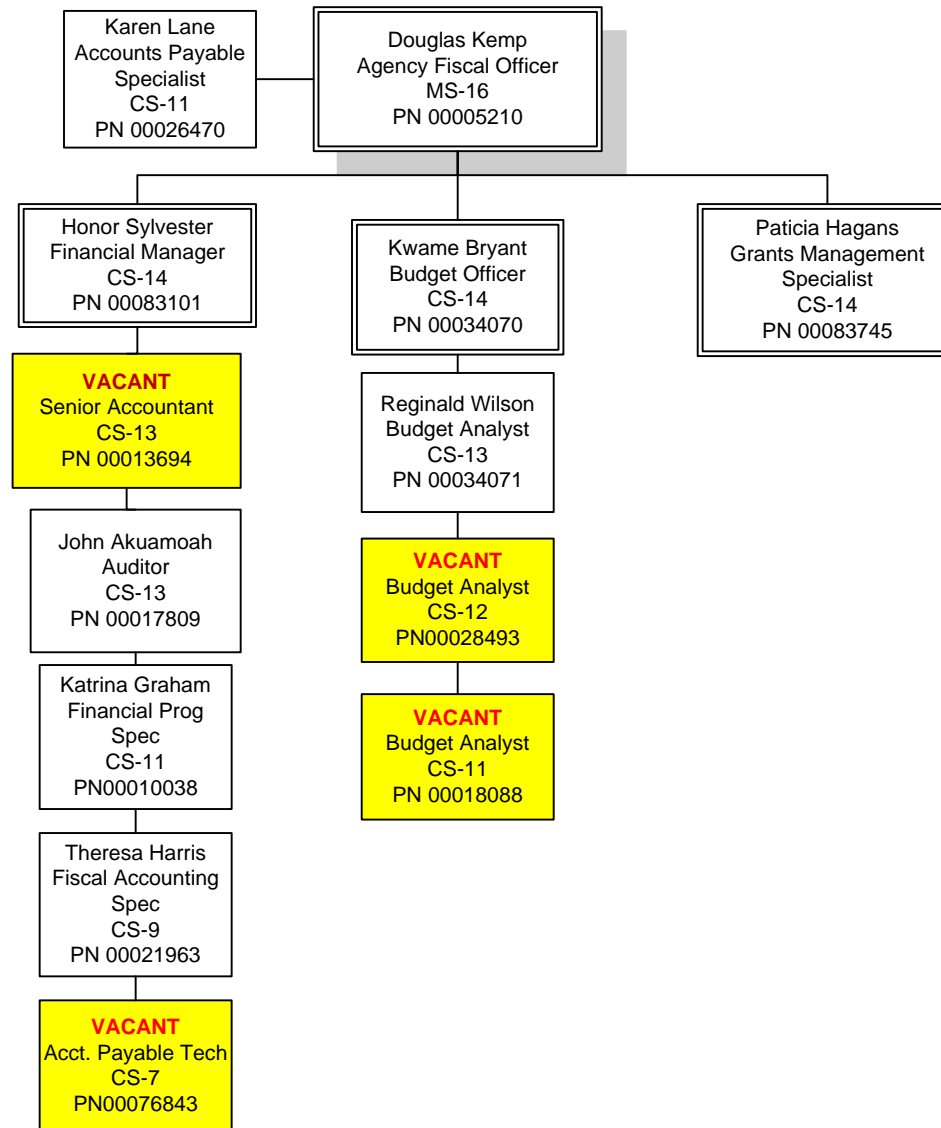


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Department of Housing and Community Development (DHCD)

Agency Fiscal Officer (OCFO)



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Green- Term
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Department of Housing and Community Development (DHCD)

Office of Communications & Community Outreach

3

Gwen Cofield
Supervisory Public Affairs
Specialist
MS-15
PN 00036737

Timothy Wilson
Public Affair Spec.
ES-8
PN 00036050

Robyn Wilkes
Public Affairs Spec
CS-13
PN 00019986

Sandra Allen
Community Dev
Resource Spec
CS-12
PN 00045736

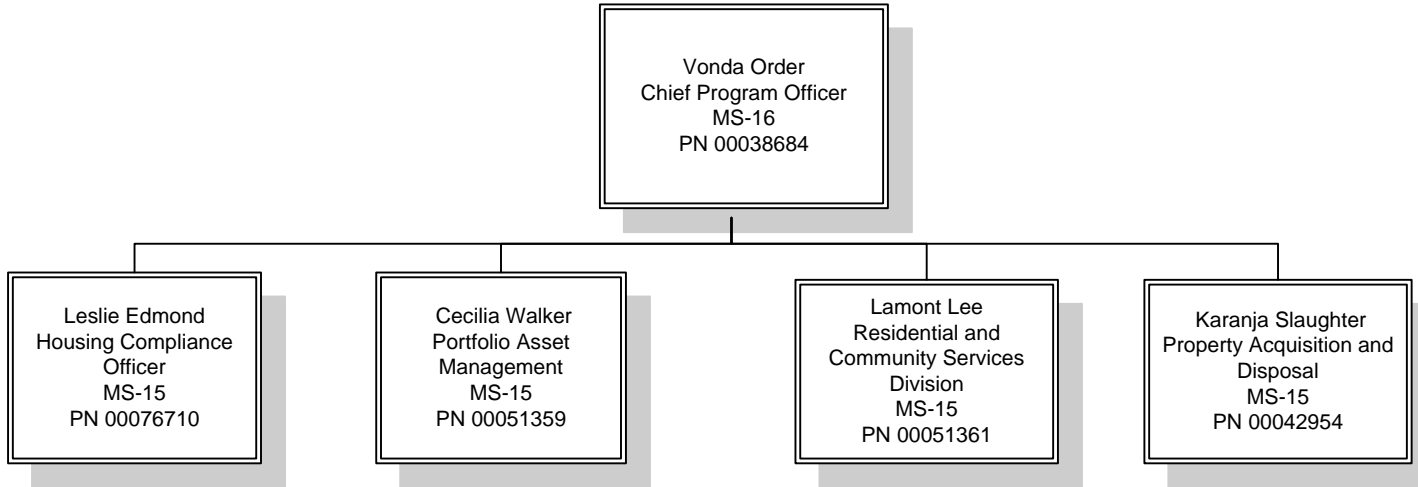
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Department of Housing and Community Development (DHCD)

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Chief Program Officer

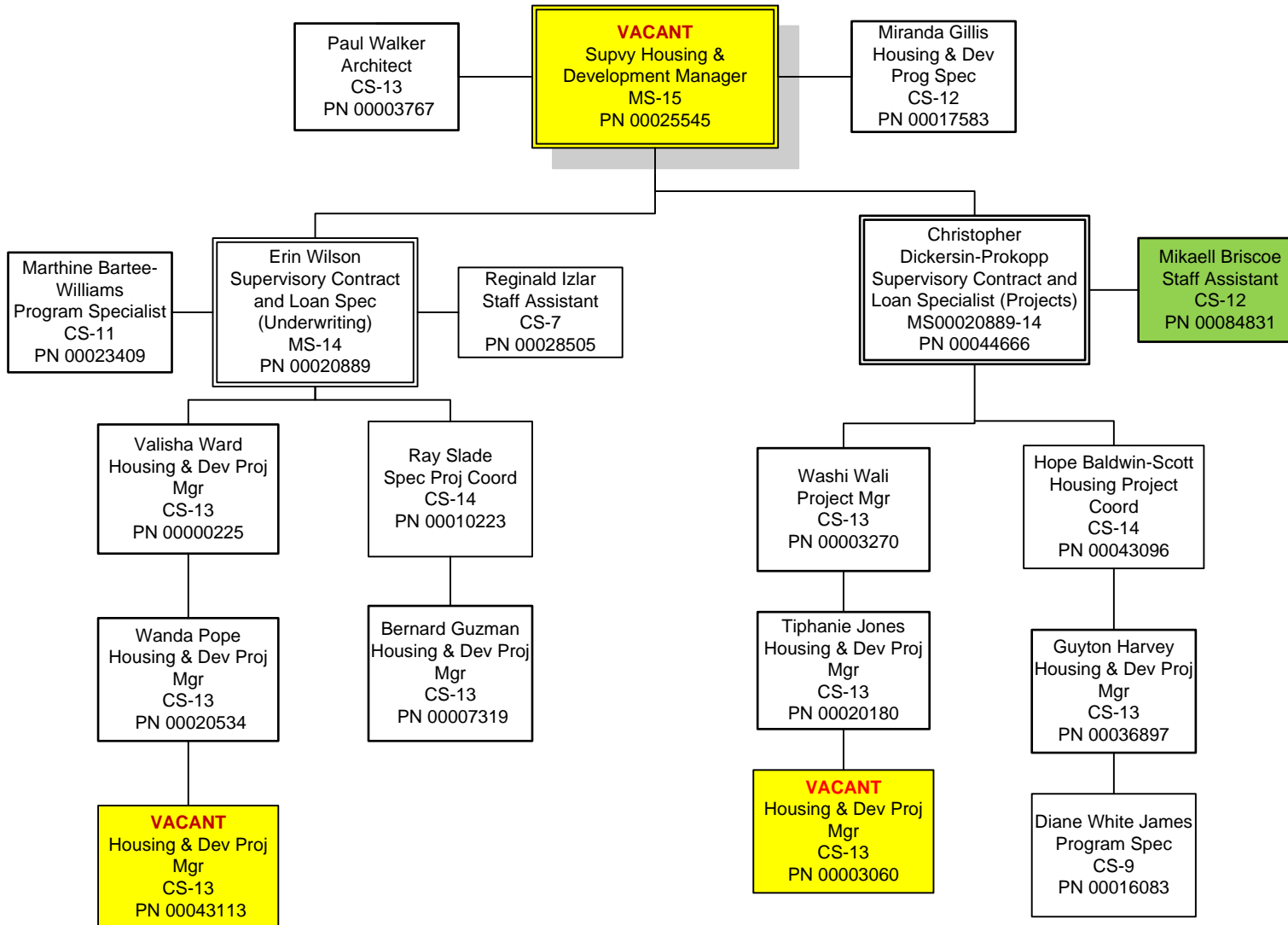


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Department of Housing and Community Development (DHCD)

Development Finance Division (DFD)



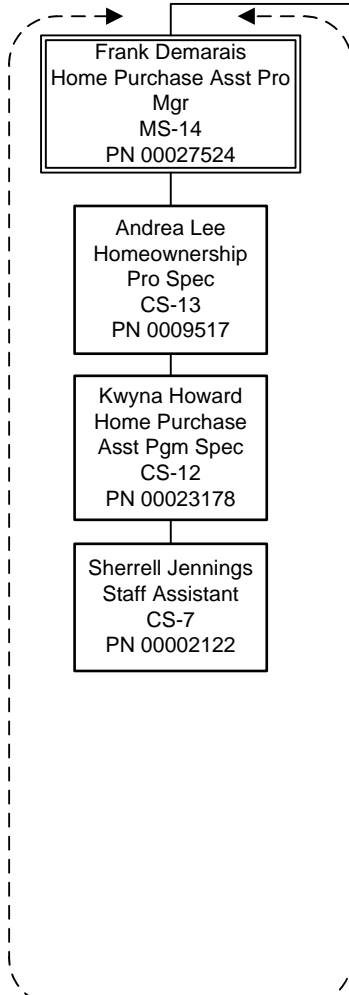
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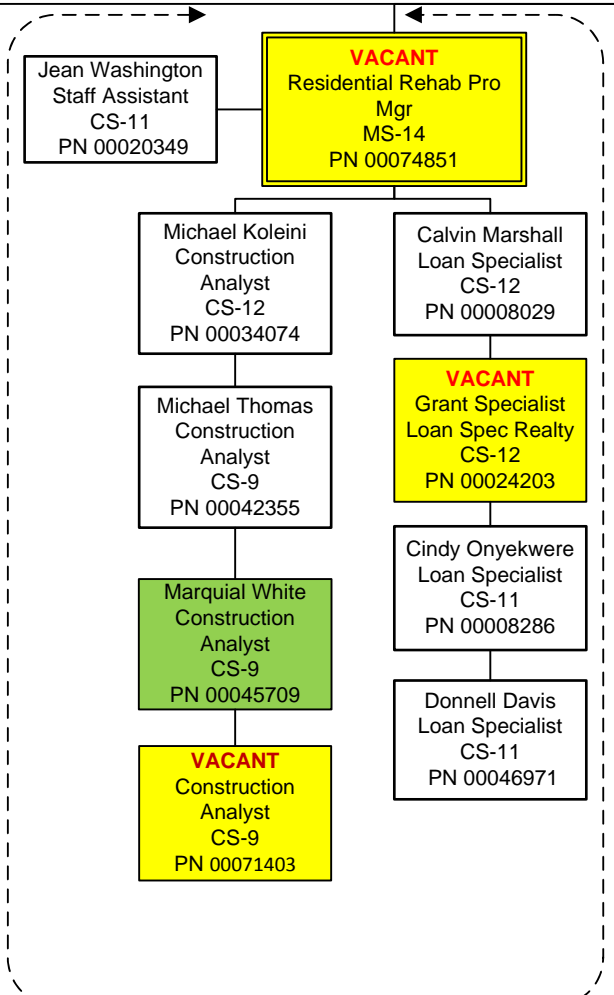
Department of Housing and Community Development (DHCD)

Residential and Community Services Division

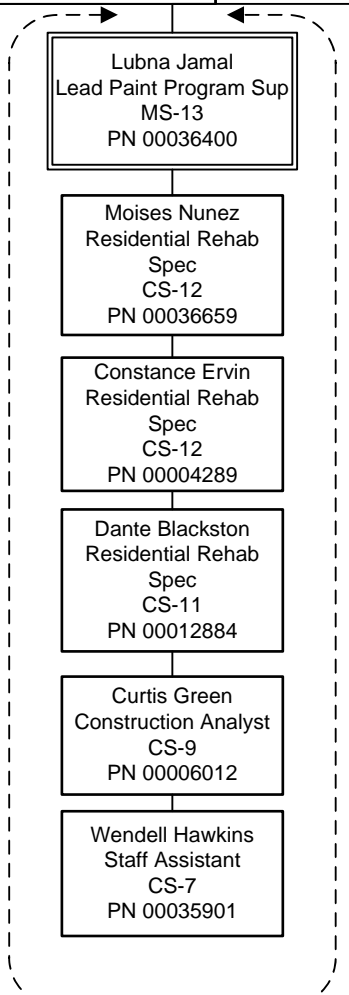
Lamont Lee
Supervisory Program Manager
MS-15
PN 00051361



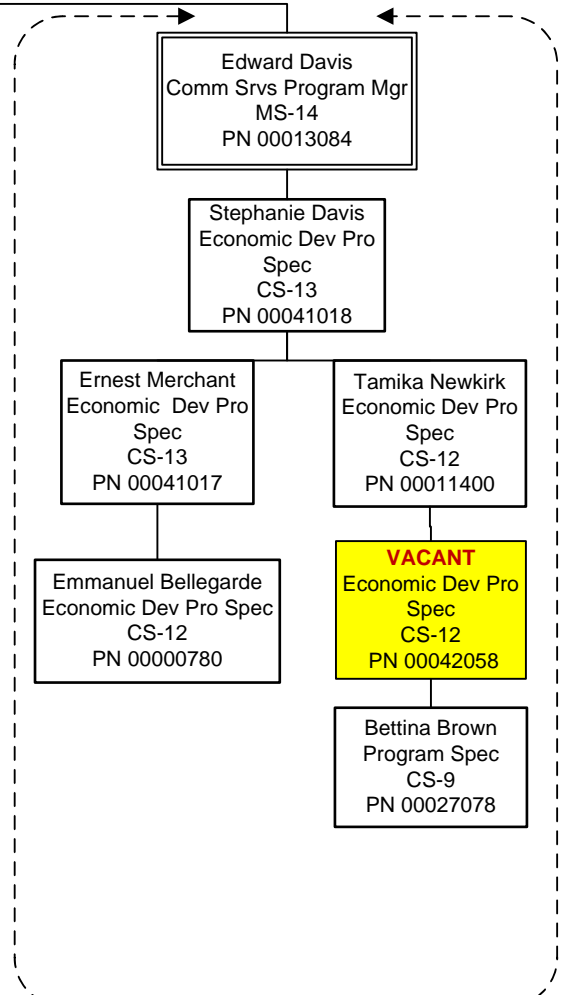
Homebuyer Assistance (HPAP)



Single-Family Residential Rehabilitation Program



Lead Safe Washington Program



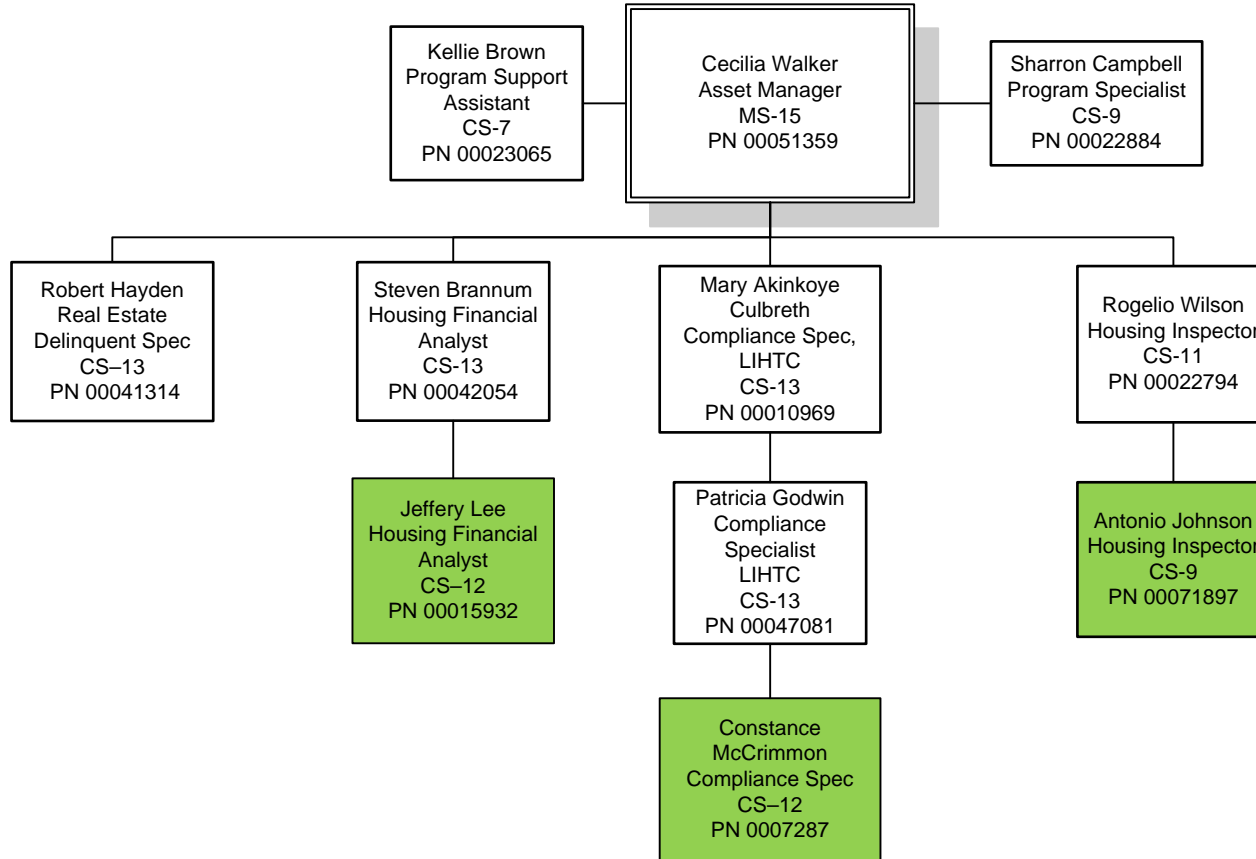
Neighborhood Based Activities Program

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Department of Housing and Community Development (DHCD)

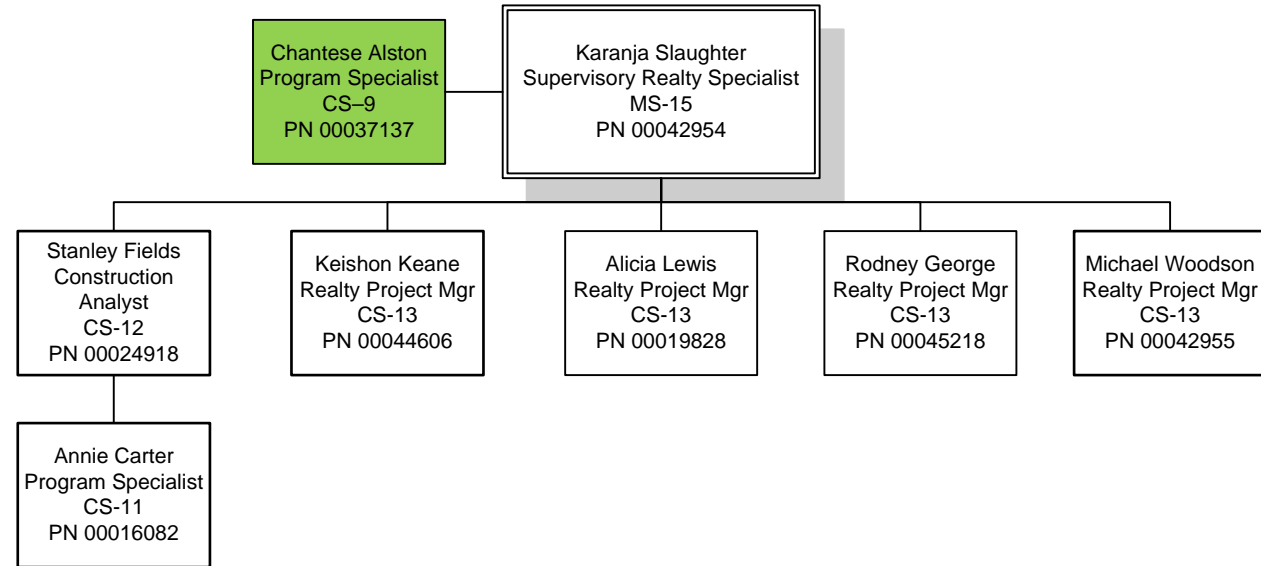
Portfolio and Asset Management





Department of Housing and Community Development (DHCD)

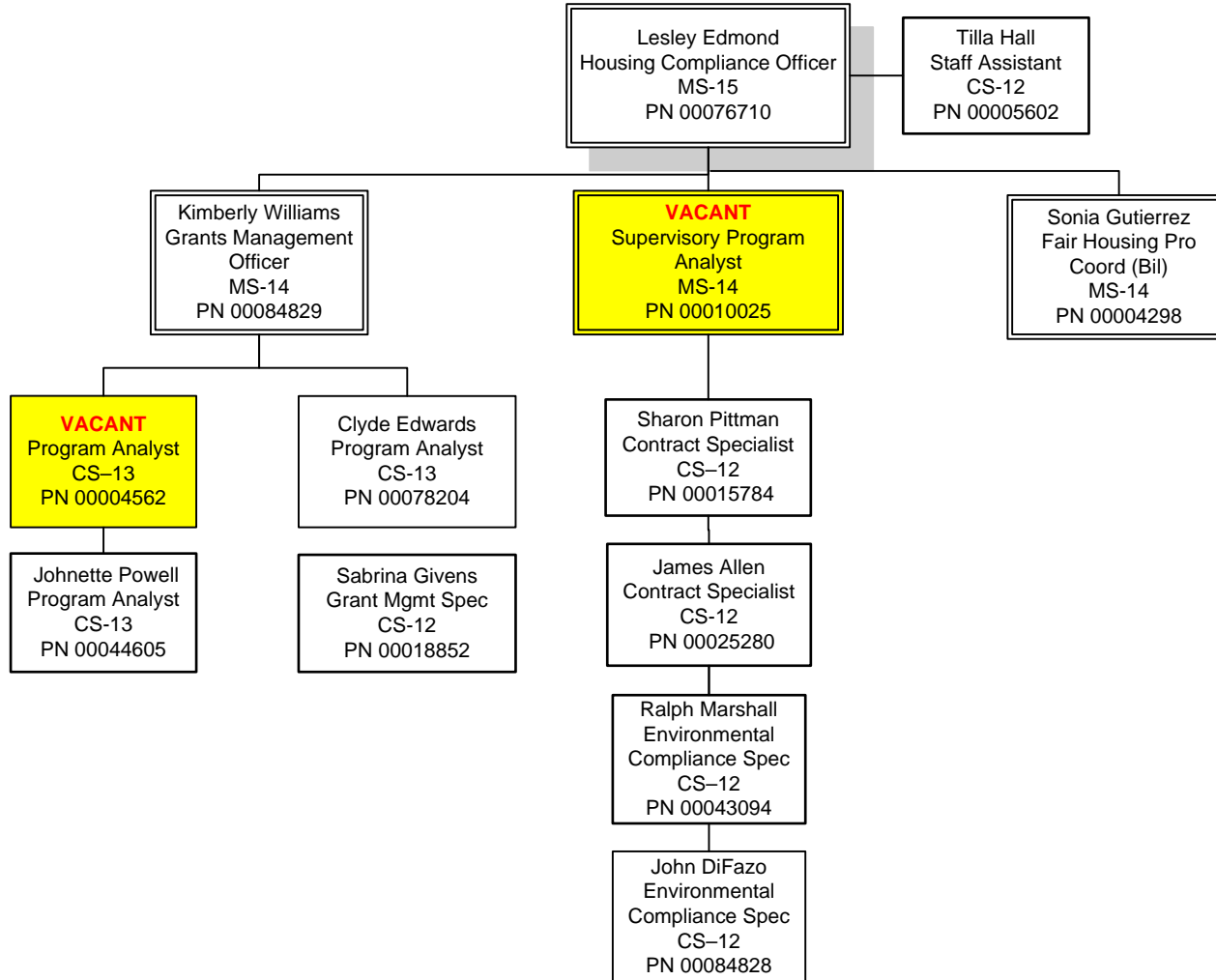
Property Acquisition and Disposition Division (PADD)





Department of Housing and Community Development (DHCD)

Program Monitoring

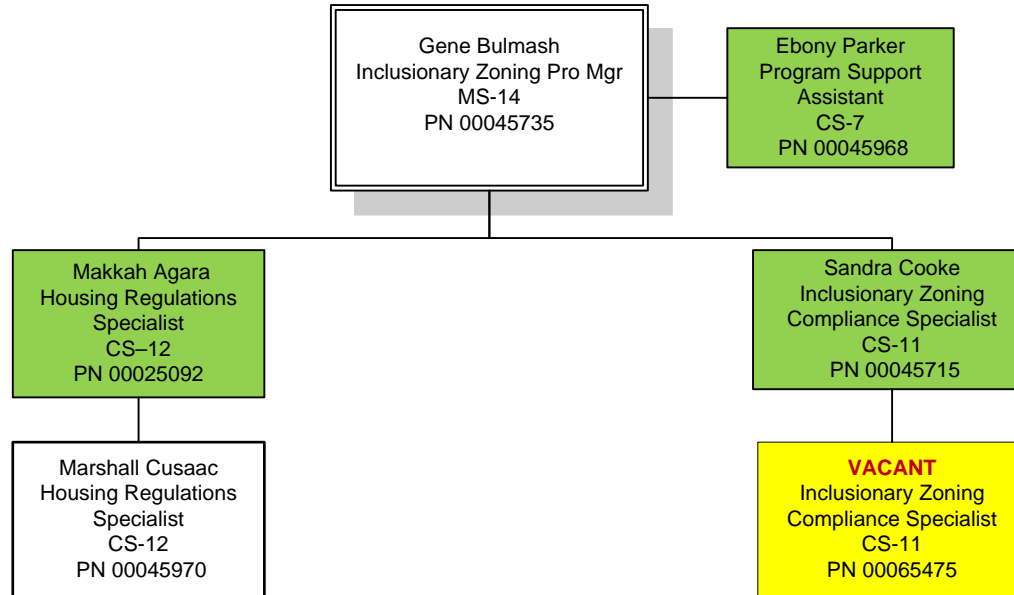




Department of Housing and Community Development (DHCD)

Inclusionary Zoning and Affordable Dwelling Units Program

5

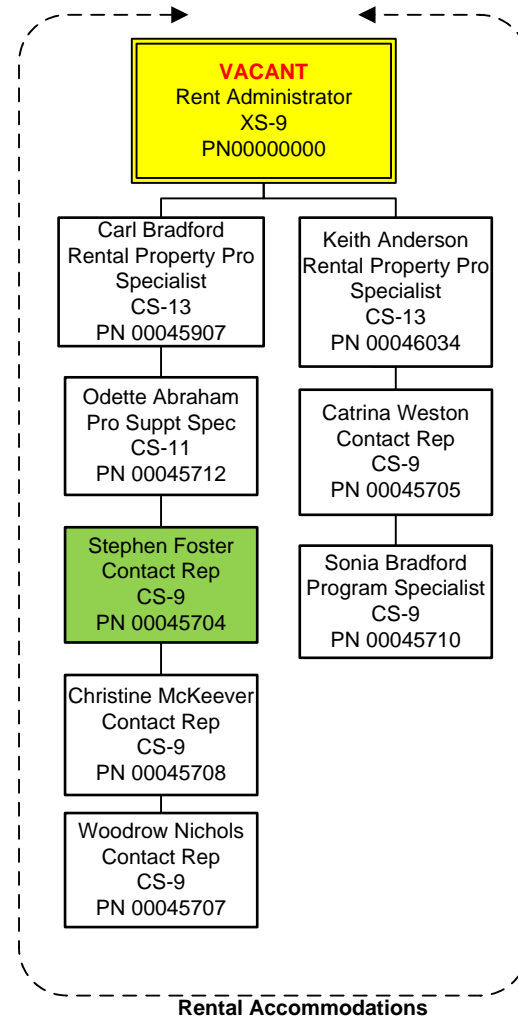
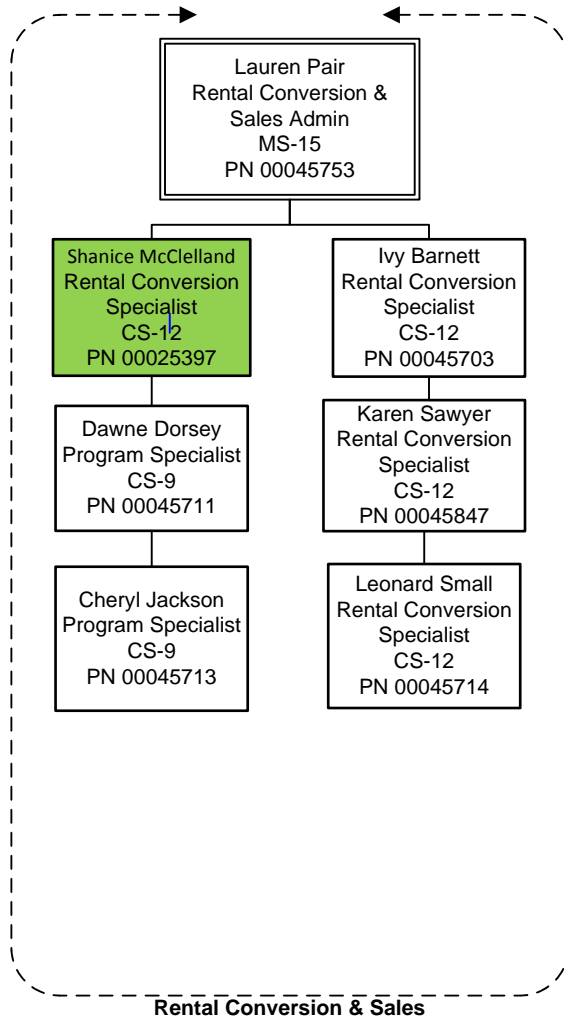


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Department of Housing and Community Development (DHCD)

Rental Housing Administration

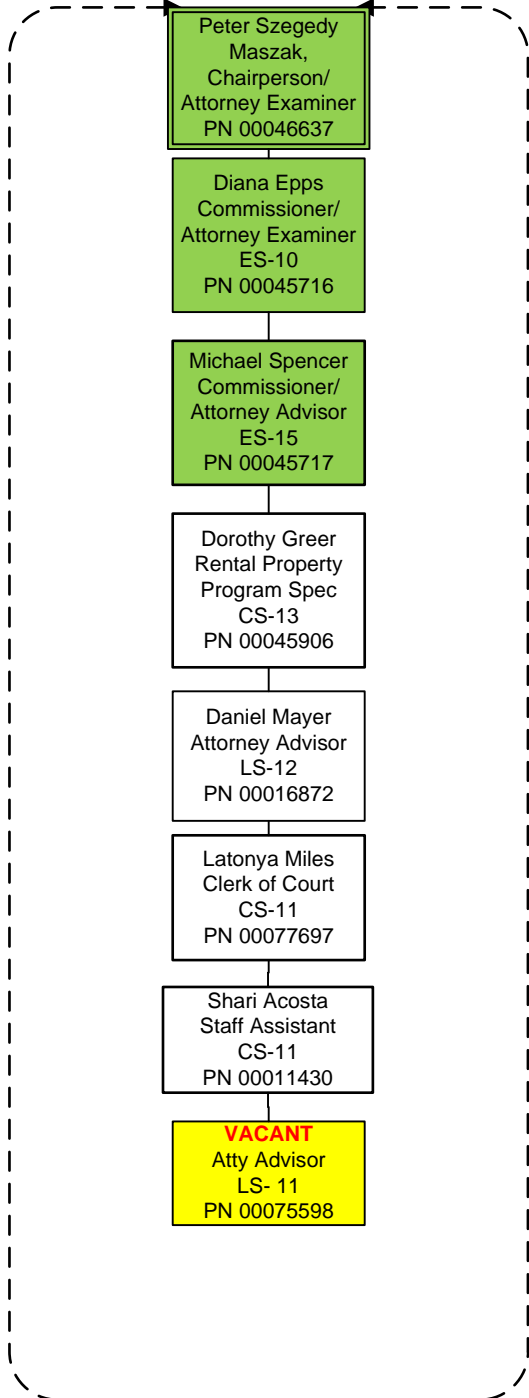


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Department of Housing and Community Development (DHCD)

Rental Housing Commission

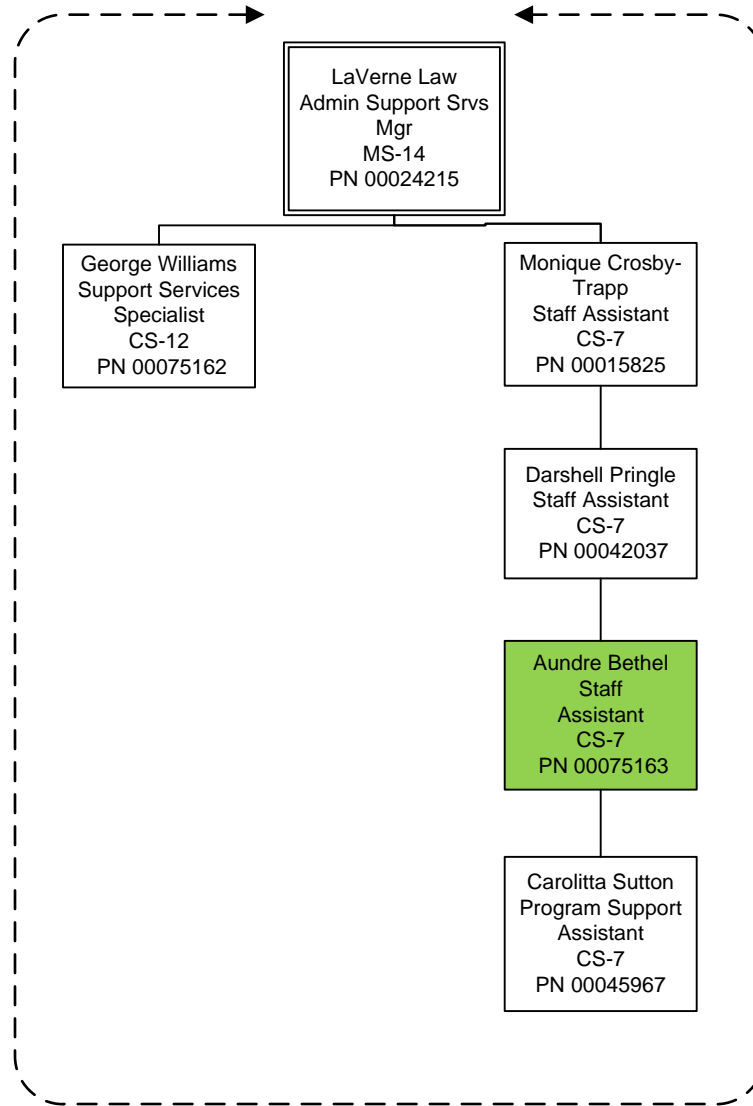


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Department of Housing and Community Development (DHCD)

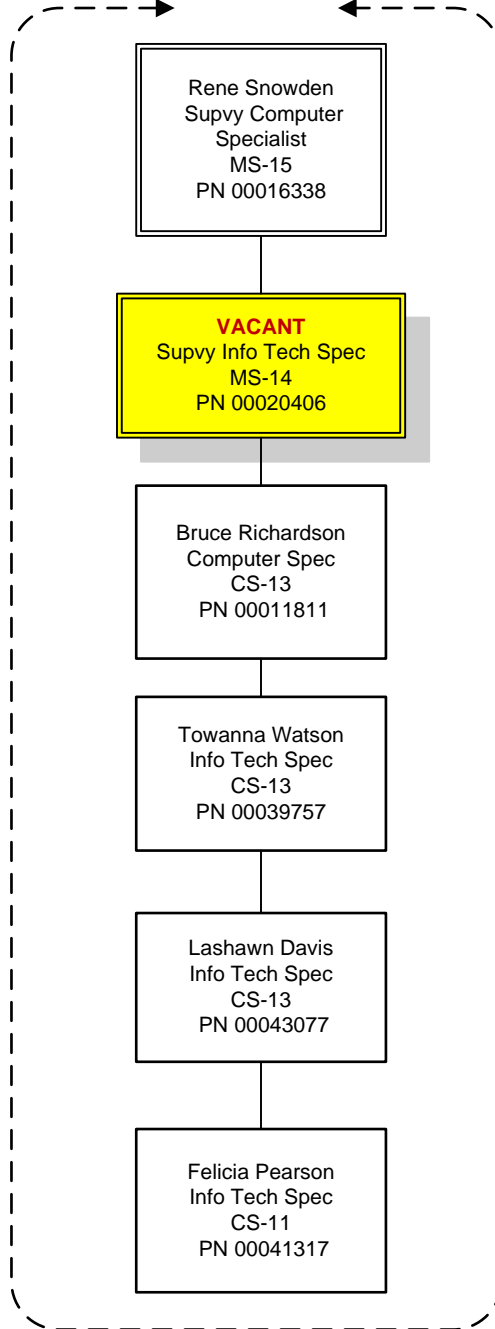
Administrative Support Service Division





Department of Housing and Community Development (DHCD)

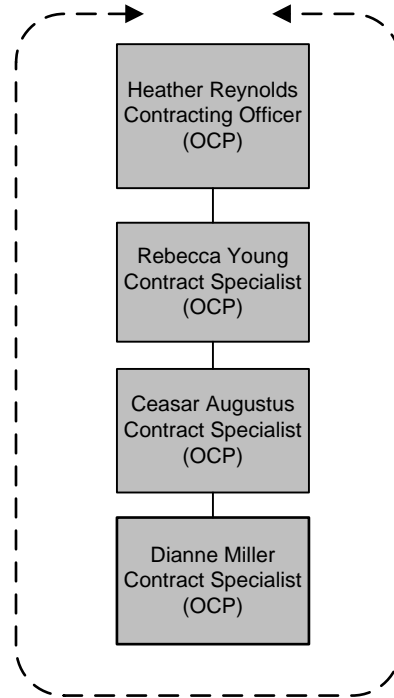
Information Technology



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Department of Housing and Community Development (DHCD) Procurement



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Green- Term
Gray- Non DHCD Employee
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FY 17 – Performance Oversight Hearing

Council Question #1 - Attachment 1b

Functions and Responsibilities /Organizational Structure

OVERVIEW

The Department of Housing and Community Development (DHCD) fundamental activities consist of financial operations, administration of regulations and support of the independent Rental Housing Commission. The specific strategic objectives that DHCD focuses on to stimulate economic development and spur the dream of home ownership in underserved communities are (1) preserve and increase the supply of quality affordable housing throughout the District, (2) increase homeownership opportunities to residents of low and moderate income households, and (3) revitalize District neighborhoods by promoting community development that embraces economic opportunities for local businesses. DHCD creates and preserves affordable housing by providing low-cost gap financing and subsidies for single-family residential rehabilitation and multi-family construction projects to garner affordable rental and homeownership opportunities throughout the city.

SUMMARY OF SERVICES BY DIVISION

The Department of Housing and Community Development operates through the following 9 divisions and 1 Office of Director:

The Office of the Director/Agency Management (OTD) - leads DHCD in meeting its mission to create and preserve opportunities for affordable housing and economic development and to revitalize underserved communities in the District of Columbia. DHCD has three strategic objectives: (1) preserving and increasing the supply of quality affordable housing; (2) increasing homeownership opportunities; and (3) revitalizing neighborhoods, promoting community development, and providing economic opportunities.

Changes to the Office of the Director

- **Chief Program Officer (CPO)** - In FY15 the position of Deputy Director was eliminated and the CPO position was created. Of the functions and program areas formerly under the purview of the Deputy Director, the CPO assumed responsibility for Residential and Community Services Division, Property Acquisition and Disposition Division, Portfolio and Asset Management Division, and the Program Monitoring Division. The remaining program areas formerly assigned to the Deputy Director, the Development Finance Division and the Housing Regulation Administration, now fall under the purview of the Chief of Staff.
- **Communications Division**-This division is responsible for the all strategic communications, media relations, and public relations for the Agency. It is led by the Supervisory Public Affairs Specialist (Communications Director by working title) and 5 staff members.
- **Procurement**- the Office of Contracting and Procurement has placed a contracting officer and specialist with DHCD to focus on procurements specific to the Agency. This staff of 3 reports to the Office of Contracting and procurement but takes direction from the Chief Administrative Officer of DHCD.

Development Finance Division (DFD) – provides funding for the development of rental, homeownership and community facility developments that serve District of Columbia neighborhoods. As both the creation and preservation of affordable housing units are important to DHCD, DFD plays a prominent role in helping the agency achieve its annual multifamily housing production goals.

This division contains the following 2 activities:

- **Affordable Housing Project Financing** – provides funding through a competitive Request for Proposal (RFP) funding process that targets communities and types of development needed to revitalize neighborhoods. This activity also provides development financing and regulatory oversight to nonprofit and for-profit developers so that they can develop properties as affordable ownership and rental units. This activity includes the preparation of Notice of Funding Availability and RFP documents, management of the application and selection process, project management meetings, construction overviews, underwriting, architectural reviews, monitoring reports, funding request presentations, loan closings, and project monitoring services; and
- **Community Facilities Project Financing** – provides funding through a competitive Request for Proposal (RFP) funding process for development financing and regulatory oversight to nonprofit and for-profit developers so that they can develop properties as neighborhood community/commercial facilities. This activity includes the preparation of Notice of Funding Availability and RFP documents, management of the application and selection process, project management meetings, construction overviews, underwriting, architectural reviews, monitoring reports, funding request presentations, loan closings, and project monitoring services

Residential and Community Services Division (RCSD) – provides funding for programs focused on household level housing needs and neighborhood revitalization. RCSD works through neighborhood-based organizations providing comprehensive housing counseling, small business technical assistance and façade improvement opportunities. RCSD administers the District’s Home Purchase Assistance Program and Employee Assisted Housing Programs, which provide financial assistance for low and moderate-income households and District Government employees for the purpose of first-time home purchase. The Division also provides rehabilitation resources, including grants for lead hazard remediation to eligible units and loans as well as grants to income-qualified owner-occupant District residencies in order to preserve homeownership in the District.

This division contains the following 6 activities:

- **Community Services – Housing Counseling (Neighborhood Based Activities)** – provides funding for counseling services to tenants, potential homeowners, and current homeowners in support of various DHCD programs;
- **Community Services – Commercial Revitalization** – provides grants to neighborhood-based organizations for technical assistance to small businesses and storefront façade improvements in commercial corridors;
- **Residential Services – Home Purchase Assistance Program (HPAP)** – provides down payment and closing cost assistance to low and moderate income District residents so that they can become first-time homebuyers in the District of Columbia;
- **Residential Services – Employer Assisted Housing Program (EAHP)** – provides down payment and closing cost assistance to qualified District of Columbia government employees;
- **Residential Services – Lead Safe Washington** – provides funding to reduce lead-based paint hazards in eligible single- and multi-family dwellings; and
- **Residential Services – Single Family Rehabilitation** – helps households finance up to \$75,000 in loans for home repairs that will address District housing code violations, such as repairing walls and floors, replacing windows, and repairing plumbing, electrical, and heating systems.

Property Acquisition and Disposition Division (PADD) – stabilizes neighborhoods by decreasing the number of vacant and abandoned residential properties in the District, and transforming vacant and/or

abandoned residential properties into homeownership opportunities or District of Columbia residents at all income levels. PADD has three main functions: (1) encourage property owners to rehabilitate and/or occupy their vacant and abandoned residential property; (2) acquire vacant, abandoned and deteriorated properties through negotiated friendly sale, eminent domain, donation or tax sale foreclosure; and (3) dispose of properties in the PADD inventory by selling the properties to individuals or developers to be rehabilitated into high quality affordable and market-rate single-family and/or multifamily for-sale housing in District neighborhoods.

This division contains the following 3 activities:

- **Property Acquisition** – acquires vacant, abandoned and deteriorated properties through negotiated friendly sale, eminent domain, donation or tax sale foreclosure when owners are unwilling or unable to maintain their properties;
- **Property Disposition** – disposes of properties in the PADD inventory by selling the properties to individuals or developers to be rehabilitated into high quality affordable and market-rate single-family and/or multifamily for-sale housing in District neighborhoods; and
- **Property Management** – provides funding for the maintenance of properties in PADD’s inventory until they can be disposed of to create affordable housing units.

Portfolio and Asset Management Division (PAMD) – provides portfolio management and oversight to outstanding loans to DHCD and manages the allocation of Low Income Housing Tax Credits (LIHTC). Established in FY 2008, the division monitors the status of existing loans to ensure compliance with loan covenants and collections of loans that are due and conducts the reviews of the risks and relationships of potential borrowers to protect the Department’s assets.

This division contains the following 2 activities:

- **Portfolio and Asset Management** – monitors the status and ensures the performance of all loans in the Department’s portfolio; and
- **Tax Credit Allocation** – manages the allocation of the District’s share of Low Income Housing Tax Credits (LIHTC) issued by the U.S. Treasury Department in accordance to the Internal Revenue Code, Section 42, and the District’s Qualified Allocation Plan (QAP).

Program Monitoring Division (PMD) – conducts oversight and reviews of DHCD projects and funding recipients. Its core functions include the following types of oversight: (1) contract compliance – completing various federally required compliance reviews as part of the underwriting and project development process; (2) quality assurance – monitoring the compliance of DHCD funded sub-recipients with federal HOME Investments Partnership Program (HOME) and Community Development Block Grant Program (CDBG) funding requirements; and (3) compliance monitoring – ensuring projects developed by DHCD through the Housing Production Trust Fund (HPTF), CDBG, HOME and Low Income Housing Tax Credit (LIHTC) programs remain in compliance with federal and local program requirements throughout the duration of the project’s period of affordability.

This division contains the following 3 activities:

- **Contract Compliance** – provides oversight and monitoring services of DHCD projects to ensure the Department's use of project funds fully complies with the Department of Housing and Urban Development (HUD) and District regulations;
- **Quality Assurance** – provides program review and performance evaluation to DHCD and contractors so that they can operate in full compliance with regulations in the most effective and efficient manner possible; and
- **Homelessness Prevention Compliance** – monitors programs aimed at preventing individuals and families from becoming homeless to ensure compliance with federal rules and regulations.

Changes to Program Monitoring Division

- The Program Monitoring Division includes Grants Management as of FY 15. Grants Management is under the direction of the Grants Management Officer and 3 staff members.

Housing Regulation Administration (HRA) – administers residential housing regulations relating to condominium and cooperative conversions, rent adjustment procedures, licensing, and other related matters. It is composed of two divisions: the Rental Accommodations Division (RAD) and the Rental Conversion and Sales Division (CASD), and manages the DHCD Housing Resource Center.

This division contains the following 3 activities:

Rental Conversion and Sales Division (CASD) – administers the District's tenant opportunity to purchase program, regulates the conversion of property to condominiums and cooperatives, registers condominium and cooperative projects, and administers the structural defect warranty claim program;

- **Rental Accommodations Division (RAD)** – administers the District's rent stabilization program, including registering and licensing rental housing, administering rent adjustments procedures, processing landlord and tenant petitions, providing conciliation services, and acting as a repository for notices to vacate and all rental property records; and
- **Housing Resource Center (HRC)** – provides rental housing services to landlords and tenants as well as information to the public on all of the Department's services for first-time homebuyers, developers of affordable housing projects, and low-income homeowners. The Housing Resource Center also includes the Office of the Tenant Advocate, access to the Affordable Housing Locator, and an office of University Legal Services for on-site housing counseling.

Rental Housing Commission (RHC) – enforces the Rental Housing Act of 1985, as amended. The commission has three statutory functions in order to preserve and increase the supply of quality affordable housing in the District: (1) issue, amend and rescind regulations that are promulgated for enforcement of the Act; (2) certify and publish the annual adjustment of general applicability to rents and/or rent ceilings, which adjustment is based upon annual changes (if any) in the Consumer Price Index for the applicable region in which the District of Columbia is located; and (3) decide appeals brought to the Commission from the Rent Administrator and the Office of Administrative Hearings (OAH). Although the Commission is an independent quasi-judicial body, it has direct reporting responsibility to DHCD on administrative, management, and budgetary matters.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

DHCD Position Listing as of February 16, 2017

	Title	Name	Hire Date	Vac Stat	Grade	Step	Salary	Fringe Rate: 22% Total Amount	Total Compensation	Prgm Code	Activity	Department Name	F/P Time	Reg/Term
1	Accounts Payable Specialist	Lane,Karen Lawanda	4/19/1993	F	11	5	\$ 69,396.00	\$ 15,267.12	\$ 84,663.12	120F	0100	Economic Devel & Reg STAFF	F	Reg
2	Accounts Payable Technician			V	7	1	\$ 42,251.00	\$ 9,295.22	\$ 51,546.22	120F	0100	Economic Devel & Reg STAFF	F	Temp
3	ADMIN SUPPORT SRVS MGR	Law,Laverne E	11/9/2009	F	14	0	\$ 116,695.00	\$ 25,672.90	\$ 142,367.90	1030	0100	Office of the Director	F	Reg
4	AGENCY FISCAL OFFICER	Kemp,Douglas	12/7/2009	F	16	5	\$ 163,878.00	\$ 36,053.16	\$ 199,931.16	130F	0100	Economic Devel & Reg STAFF	F	Reg
5	ARCHITECT	Walker,Paul K	4/7/2003	F	13	10	\$ 112,956.00	\$ 24,850.32	\$ 137,806.32	2010	0300	Development Finance Div	F	Reg
6	Asset Manager	Walker,Cecilia	11/2/2015	F	15	0	\$ 118,450.00	\$ 26,059.00	\$ 144,509.00	4510	0100	The Portfolio Management Divis	F	Reg
7	ATTORNEY ADVISOR	Cooper,Donnette A	2/14/2000	F	15	7	\$ 158,311.00	\$ 34,828.42	\$ 193,139.42	1060	0100	Office of the Director	F	Reg
8	ATTORNEY ADVISOR	Mcmiller,Michael E	5/11/2009	F	15	7	\$ 158,311.00	\$ 34,828.42	\$ 193,139.42	1060	0300	Office of the Director	F	Reg
9	ATTORNEY ADVISOR	Mckenzie,Joan E	7/31/2000	F	15	10	\$ 168,403.00	\$ 37,048.66	\$ 205,451.66	1060	0100	Office of the Director	F	Reg
10	ATTORNEY ADVISOR	Charles-Christian,Kathy K	3/30/2009	F	14	6	\$ 130,855.00	\$ 28,788.10	\$ 159,643.10	1060	0100	Office of the Director	F	Reg
11	ATTORNEY ADVISOR	Hathi,Adarsh A	5/27/2008	F	14	3	\$ 119,635.00	\$ 26,319.70	\$ 145,954.70	1060	0100	Office of the Director	F	Reg
12	Attorney Advisor	Moore,Antoinette Nichole	3/24/2014	F	13	4	\$ 104,404.00	\$ 22,968.88	\$ 127,372.88	1060	0100	Office of the Director	F	Reg
13	Attorney Advisor	Mayer,Daniel J.	3/10/2014	F	12	3	\$ 85,134.00	\$ 18,729.48	\$ 103,863.48	1060	0100	Office of the Director	F	Reg
14	Attorney Advisor			V	11	2	\$ 68,810.00	\$ 15,138.20	\$ 83,948.20	1060	0100	Office of the Director	F	Reg
15	AUDITOR	Akuamoah,John	10/19/1998	F	13	10	\$ 112,953.00	\$ 24,849.66	\$ 137,802.66	120F	0100	Economic Devel & Reg STAFF	F	Reg
16	BUDGET ANALYST	Wilson,Reginald	4/14/2008	F	13	10	\$ 112,953.00	\$ 24,849.66	\$ 137,802.66	110F	0100	Economic Devel & Reg STAFF	F	Reg
17	BUDGET ANALYST			V	12	1	\$ 76,084.00	\$ 16,738.48	\$ 92,822.48	110F	0100	Economic Devel & Reg STAFF	F	Reg
18	BUDGET ANALYST			V	11	1	\$ 61,489.00	\$ 13,527.58	\$ 75,016.58	110F	0100	Economic Devel & Reg STAFF	F	Reg
19	BUDGET OFFICER	Bryant,Kwame	10/3/2005	F	14	5	\$ 116,881.00	\$ 25,713.82	\$ 142,594.82	110F	0100	Economic Devel & Reg STAFF	F	Reg
20	Chief Administrative Officer	HUBBARD,DREW E	1/14/2013	F	16	0	\$ 148,706.25	\$ 32,715.38	\$ 181,421.63	1090	0100	Office of the Director	F	Reg
21	Chief of Staff	Ladd,Allison	2/17/2015	F	16	0	\$ 158,074.10	\$ 34,776.30	\$ 192,850.40	1090	0100	Office of the Director	F	Reg
22	Chief Program Officer	Orders,Vonda J.	3/31/2008	F	16	0	\$ 157,013.20	\$ 34,542.90	\$ 191,556.10	1090	0100	Office of the Director	F	Reg
23	Clerk of the Court	Miles,Latonya A	12/23/1985	F	11	6	\$ 71,371.00	\$ 15,701.62	\$ 87,072.62	9110	0100	Housing Regulation Administrat	F	Reg
24	COMM SRVS PGM MGR	Davis,Edward D.	2/10/2014	F	14	0	\$ 104,901.79	\$ 23,078.39	\$ 127,980.18	3010	0100	Residential & Community Servs	F	Reg
25	COMMUNITY DEV RESOURCE SPEC	Hillsman,Pamela	1/15/1993	F	13	10	\$ 112,956.00	\$ 24,850.32	\$ 137,806.32	1080	0100	Office of the Director	F	Reg
26	Community Development Resource	Allen,Sandra	10/22/2012	F	12	9	\$ 87,809.00	\$ 19,317.98	\$ 107,126.98	1090	0100	Office of the Director	F	Term
27	COMPLIANCE SPEC LIHTC	Culbreth Akinkoye,Mary	8/4/1997	F	13	0	\$ 112,956.00	\$ 24,850.32	\$ 137,806.32	4510	0100	The Portfolio Management Divis	F	Reg
28	Compliance Specialist	Godwin,Patricia A	12/12/2005	F	13	5	\$ 98,901.00	\$ 21,758.22	\$ 120,659.22	4510	0100	The Portfolio Management Divis	F	Reg
29	COMPLIANCE SPECIALIST	Mccrimmon,Constance	9/6/2016	F	12	8	\$ 92,616.00	\$ 20,375.52	\$ 112,991.52	4510	0100	The Portfolio Management Divis	F	Term
30	COMPUTER SPECIALIST	Richardson,Bruce W	5/31/1994	F	13	8	\$ 99,229.00	\$ 21,830.38	\$ 121,059.38	1040	0100	Information Technology Unit	F	Reg
31	CONSTRUCTION ANALYST	Fields,Stanley L	7/16/1990	F	12	8	\$ 92,616.00	\$ 20,375.52	\$ 112,991.52	4120	0300	Property Acquisition and Dispo	F	Reg
32	CONSTRUCTION ANALYST	Koleini,Michael	4/14/2008	F	12	5	\$ 85,530.00	\$ 18,816.60	\$ 104,346.60	3060	0300	Residential & Community Servs	F	Reg
33	Construction Analyst	Green,Curtis J	7/1/2013	F	9	6	\$ 59,189.00	\$ 13,021.58	\$ 72,210.58	3050	0300	Residential & Community Servs	F	Reg
34	Construction Analyst	Thomas,Michael F.	10/1/2013	F	9	5	\$ 57,559.00	\$ 12,662.98	\$ 70,221.98	3060	0300	Residential & Community Servs	F	Reg
35	Construction Analyst	White,Marquial	10/5/2015	F	9	5	\$ 57,559.00	\$ 12,662.98	\$ 70,221.98	8140	0100	Residential & Community Servs	F	Term
36	Construction Analyst			V	9	0	\$ 51,039.00	\$ 11,228.58	\$ 62,267.58	1080	0100	Residential & Community Servs	F	Reg
37	Contact Representative	Foster,Stephen C	12/27/2016	F	9	2	\$ 52,669.00	\$ 11,587.18	\$ 64,256.18	8140	0100	Rental Accommodations Division	F	Term
38	Contact Representative	Weston,Catrina A	5/26/1987	F	9	10	\$ 65,709.00	\$ 14,455.98	\$ 80,164.98	8140	0100	Rental Accommodations Division	F	Reg
39	Contact Representative	Nichols,Woodrow U	7/22/1985	F	9	10	\$ 65,709.00	\$ 14,455.98	\$ 80,164.98	8140	0100	Rental Accommodations Division	F	Reg
40	Contact Representative	Mckeever,Christine	8/15/1976	F	9	10	\$ 65,709.00	\$ 14,455.98	\$ 80,164.98	8140	0100	Rental Accommodations Division	F	Reg
41	CONTRACT SPECIALIST	Pittman,Sharon E	11/13/2005	F	12	9	\$ 94,978.00	\$ 20,895.16	\$ 115,873.16	7010	0100	Office of Program Monitoring	F	Reg
42	CONTRACT SPECIALIST	Allen Jr.,James	3/31/1975	F	12	10	\$ 97,340.00	\$ 21,414.80	\$ 118,754.80	7010	0100	Office of Program Monitoring	F	Reg
43	Director Housing & Community D	Donaldson,Mary	1/2/2015	F	E5	0	\$ 167,622.20	\$ 36,876.88	\$ 204,499.08	1090	0100	DIR Dep Housing Community Dev	F	Reg
44	ECONOMIC DEV PGM SPEC	Newkirk,Tamika	6/1/2015	F	12	9	\$ 94,978.00	\$ 20,895.16	\$ 115,873.16	3010	0100	Residential & Community Servs	F	Reg
45	Economic Dev Program Spec	Bellegarde,Emmanuel A.	4/14/2008	F	12	9	\$ 94,978.00	\$ 20,895.16	\$ 115,873.16	3010	0100	Residential & Community Servs	F	Reg
46	Economic Dev Program Spec			V	12	0	\$ 76,082.00	\$ 16,738.04	\$ 92,820.04	3010	0100	Office of Program Monitoring	F	Reg
47	Economic Development Program S	Merchant,Ernest Wilson	2/14/2000	F	13	8	\$ 107,334.00	\$ 23,613.48	\$ 130,947.48	3010	0100	Residential & Community Servs	F	Reg
48	Economic Development Program S	Davis,Stephanie	10/9/2001	F	13	8	\$ 107,334.00	\$ 23,613.48	\$ 130,947.48	3010	0300	Residential & Community Servs	F	Reg
49	Environmental Compliance Spec	Marshall III,Ralph A	8/11/2003	F	12	9	\$ 94,978.00	\$ 20,895.16	\$ 115,873.16	7010	0100	Office of Program Monitoring	F	Reg
50	Environmental Compliance Spec	DiFazio,John	8/11/2014	F	12	5	\$ 85,530.00	\$ 18,816.60	\$ 104,346.60	7010	0100	Office of Program Monitoring	F	Reg
51	EXECUTIVE ASST	Gray,Sharon K	3/12/2000	F	13	8	\$ 99,229.00	\$ 21,830.38	\$ 121,059.38	1090	0100	Office of the Director	F	Reg
52	Fair Housing Prog Coord (Bil.)	Gutierrez,Sonia	2/6/2001	F	14	0	\$ 112,205.58	\$ 24,685.23	\$ 136,890.81	7010	0100	Office of Program Monitoring	F	Reg
53	FINANCIAL MGR	Sylvester,Honor C	9/2/2007	F	14	6	\$ 120,201.00	\$ 26,444.22	\$ 146,645.22	110F	0100	Economic Devel & Reg STAFF	F	Reg
54	FINANCIAL PGM SPEC	Graham,Katrina C	10/7/1985	F	11	10	\$ 79,275.00	\$ 17,440.50	\$ 96,715.50	120F	0100	Economic Devel & Reg STAFF	F	Reg
55	FISCAL ACCOUNTING SPEC	Harris,Theresa B	10/10/1989	F	9	10	\$ 65,709.00	\$ 14,455.98	\$ 80,164.98	120F	0100	Economic Devel & Reg STAFF	F	Reg
56	Grants Management Officer	Williams,Kimberly R	9/8/2015	F	14	0	\$ 111,394.50	\$ 24,506.79	\$ 135,901.29	7020	0100	Office of Program Monitoring	F	Reg
57	Grants Management Specialist	Hagans,Patricia	1/31/1996	F	14	4	\$ 113,562.00	\$ 24,983.64	\$ 138,545.64	110F	0100	Economic Devel & Reg STAFF	F	Reg
58	Grants Management Specialist	Givens,Sabrina M	7/8/1985	F	12	4	\$ 83,168.00	\$ 18,296.96	\$ 101,464.96	7020	0100	Office of Program Monitoring	F	Reg
59	Grants Management Specialist			V	12	0	\$ 76,082.00	\$ 16,738.04	\$ 92,820.04	3010	0100	Residential & Community Servs	F	Reg
60	HOME PURCHASE ASST PGM SPEC	Howard,Kwyna T	8/23/1982	F	12	8	\$ 92,616.00	\$ 20,375.52	\$ 112,991.52	3030	0300	Residential & Community Servs	F	Reg

	Title	Name	Hire Date	Vac Stat	Grade	Step	Salary	Fringe Rate: 22% Total Amount	Total Compensation	Prgm Code	Activity	Department Name	F/P Time	Reg/Temp /Term
61	Home Purchase Asst Prog Mgr	Demarais, Frank	9/19/2016	F	14	0	\$ 101,970.00	\$ 22,433.40	\$ 124,403.40	3030	0300	Residential & Community Servs	F	Reg
62	Homeownership Program Speciali	Lee, Andrea T	4/9/2001	F	13	1	\$ 87,657.00	\$ 19,284.54	\$ 106,941.54	3030	0300	Residential & Community Servs	F	Reg
63	HOUSING & DEV PGM SPEC	Gillis, Miranda Denae	12/16/1985	F	12	9	\$ 94,978.00	\$ 20,895.16	\$ 115,873.16	2010	0300	Development Finance Div	F	Reg
64	HOUSING & DEV PROJECT MGR	Ward, Valisha R	11/22/1999	F	13	10	\$ 112,956.00	\$ 24,850.32	\$ 137,806.32	2010	0300	Development Finance Div	F	Reg
65	HOUSING & DEV PROJECT MGR			V	13	1	\$ 87,657.00	\$ 19,284.54	\$ 106,941.54	2010	0300	Office of the Director	F	Reg
66	HOUSING & DEV PROJECT MGR	Guzman, Bernard A	4/21/2014	F	13	10	\$ 112,956.00	\$ 24,850.32	\$ 137,806.32	2010	0300	Development Finance Div	F	Reg
67	HOUSING & DEV PROJECT MGR	Jones, Tiphonie	12/17/2012	F	13	5	\$ 98,901.00	\$ 21,758.22	\$ 120,659.22	2010	0300	Development Finance Div	F	Reg
68	HOUSING & DEV PROJECT MGR	Pope, Wanda D	3/17/1986	F	13	10	\$ 112,956.00	\$ 24,850.32	\$ 137,806.32	2010	0300	Development Finance Div	F	Reg
69	HOUSING & DEV PROJECT MGR	Harvey, Guyton P	2/10/2004	F	13	7	\$ 104,523.00	\$ 22,995.06	\$ 127,518.06	2010	0300	Development Finance Div	F	Reg
70	HOUSING & DEV PROJECT MGR			V	13	1	\$ 87,657.00	\$ 19,284.54	\$ 106,941.54	2010	0300	Office of the Director	F	Reg
71	Housing Compliance Officer	Edmond, Lesley	2/19/2008	F	15	0	\$ 122,003.50	\$ 26,840.77	\$ 148,844.27	7020	0100	Office of Program Monitoring	F	Reg
72	Housing Development Advisor	Nunez, Jose C	5/19/2014	F	15	0	\$ 139,869.06	\$ 30,771.19	\$ 170,640.25	1090	0100	Office of the Director	F	Reg
73	Housing Development Advisor	Pelletiere, Danilo	12/28/2015	F	15	0	\$ 126,175.00	\$ 27,758.50	\$ 153,933.50	1090	0100	Office of the Director	F	Reg
74	Housing Financial Anal	Lee, Jeffrey	9/6/2016	F	12	8	\$ 92,616.00	\$ 20,375.52	\$ 112,991.52	4510	0100	The Portfolio Management Divis	F	Term
75	Housing Financial Analyst	Brannum, Steven	10/1/2012	F	13	6	\$ 101,712.00	\$ 22,376.64	\$ 124,088.64	4510	0100	The Portfolio Management Divis	F	Reg
76	Housing Inspector	Wilson, Rogelio A	1/9/2006	F	11	6	\$ 71,371.00	\$ 15,701.62	\$ 87,072.62	4510	0100	The Portfolio Management Divis	F	Reg
77	Housing Inspector	Johnson, Antonio	7/27/2015	F	9	2	\$ 52,669.00	\$ 11,587.18	\$ 64,256.18	4510	0100	The Portfolio Management Divis	F	Term
78	Housing Projects Coordinator	Baldwin-Scott, Hope L	3/6/2006	F	14	7	\$ 123,519.00	\$ 27,174.18	\$ 150,693.18	2010	0300	Development Finance Div	F	Reg
79	Housing Provider Ombudsman	Butler-Truesdale, Tonya	9/26/2011	F	13	7	\$ 96,632.00	\$ 21,259.04	\$ 117,891.04	8130	0100	Office of the Director	F	Term
80	Housing Regulations Specialist	Agara, Makkah	8/24/2015	F	12	1	\$ 76,082.00	\$ 16,738.04	\$ 92,820.04	8130	0100	Housing Regulation Administrat	F	Term
81	Housing Regulations Specialist	Cusac, Marshall Allen	2/25/2013	F	12	4	\$ 83,168.00	\$ 18,296.96	\$ 101,464.96	8130	0100	Housing Regulation Administrat	F	Reg
82	Hsgng. Prod. Trust Fund Ofcr.	Anyaeibunam, Oke C	6/26/2006	F	15	0	\$ 123,930.90	\$ 27,264.80	\$ 151,195.70	1090	0100	Office of the Director	F	Reg
83	Human Resources Specialist	O'Neal, Antilicia	1/22/2007	F	14	3	\$ 101,927.00	\$ 22,423.94	\$ 124,350.94	1010	0100	Office of the Director	F	Reg
84	Inclus. Zoning Program Mgr.	Bulmash, Gene	9/19/2016	F	14	0	\$ 121,540.00	\$ 26,738.80	\$ 148,278.80	8130	0100	Office of the Director	F	Reg
85	Inclusionary Zoning Compliance	Cooke, Sandra	12/27/2016	F	11	1	\$ 61,491.00	\$ 13,528.02	\$ 75,019.02	8130	0100	Housing Regulation Administrat	F	Term
86	Inclusionary Zoning Compliance			V	11	0	\$ 61,491.00	\$ 13,528.02	\$ 75,019.02	8130	0100	Housing Regulation Administrat	F	Reg
87	INFO TECH SPEC	Watson, Towanna A	10/8/1986	F	13	8	\$ 107,334.00	\$ 23,613.48	\$ 130,947.48	1040	0100	Information Technology Unit	F	Reg
88	INFO TECH SPEC	Davis, Lashawn	1/31/2000	F	13	4	\$ 96,090.00	\$ 21,139.80	\$ 117,229.80	1040	0100	Information Technology Unit	F	Reg
89	IT Specialist	Pearson, Felicia R	5/20/2002	F	11	5	\$ 69,395.00	\$ 15,266.90	\$ 84,661.90	1040	0100	Information Technology Unit	F	Reg
90	Lead Paint Program Sup	Jamal, Iubna	3/10/2014	F	13	0	\$ 92,700.00	\$ 20,394.00	\$ 113,094.00	3050	0300	Residential & Community Servs	F	Reg
91	Legal Assistant	Giboney, Prentiss	9/21/2015	F	8	1	\$ 46,399.00	\$ 10,207.78	\$ 56,606.78	1060	0100	Office of the Director	P	Temp
92	LEGISLATIVE AFFAIRS SPEC	Smalls, Taura L	11/13/2007	F	14	8	\$ 117,267.00	\$ 25,798.74	\$ 143,065.74	1090	0100	Office of the Director	F	Reg
93	Legislative Affairs Specialist	JOHNSON, DEVIN A	2/5/2007	F	14	6	\$ 111,131.00	\$ 24,448.82	\$ 135,579.82	1090	0100	Office of the Director	F	Reg
94	LOAN SPECIALIST	Marshall, Calvin E	5/12/1986	F	12	10	\$ 97,340.00	\$ 21,414.80	\$ 118,754.80	3010	0100	Residential & Community Servs	F	Reg
95	Loan Specialist	Onyekwere, Cindy	8/11/2014	F	11	5	\$ 69,395.00	\$ 15,266.90	\$ 84,661.90	3060	0300	Residential & Community Servs	F	Reg
96	Loan Specialist	Davis, Donnell M	12/20/2010	F	11	3	\$ 65,443.00	\$ 14,397.46	\$ 79,840.46	3060	0300	Residential & Community Servs	F	Reg
97	Management Liaison Specialist	McCoy, Marvin E	10/30/2006	F	13	4	\$ 88,841.00	\$ 19,545.02	\$ 108,386.02	1010	0100	Office of the Director	F	Reg
98	Management Liaison Specialist	Jackson, Donnetta	12/27/2016	F	11	3	\$ 60,506.00	\$ 13,311.32	\$ 73,817.32	1010	0100	Office of the Director	F	Term
99	Paralegal Specialist	Condell, Tonya Otasha	3/17/2008	F	11	5	\$ 69,395.00	\$ 15,266.90	\$ 84,661.90	1060	0100	Office of the Director	F	Reg
100	Paralegal Specialist	White Jennings, Mae J	10/1/1998	F	9	10	\$ 65,709.00	\$ 14,455.98	\$ 80,164.98	1060	0100	Office of the Director	F	Reg
101	PGM SPEC	White James bey, Diane M	2/6/1978	F	9	10	\$ 65,709.00	\$ 14,455.98	\$ 80,164.98	2010	0300	Development Finance Div	F	Reg
102	Program Analyst			V	14	1	\$ 95,791.00	\$ 21,074.02	\$ 116,865.02	1090	0100	Office of the Director	F	Reg
103	Program Analyst			V	13	1	\$ 81,050.00	\$ 17,831.00	\$ 98,881.00	7020	0100	Office of Program Monitoring	F	Reg
104	Program Analyst	Powell, Johnette M	8/16/2010	F	13	6	\$ 94,035.00	\$ 20,687.70	\$ 114,722.70	7020	0100	Office of Program Monitoring	F	Reg
105	Program Analyst	Edwards, Clyde D	8/27/2012	F	13	9	\$ 101,826.00	\$ 22,401.72	\$ 124,227.72	7020	0100	Office of Program Monitoring	F	Reg
106	Program Analyst	Hardy, Vanessa S	4/18/1983	F	12	8	\$ 92,616.00	\$ 20,375.52	\$ 112,991.52	1090	0100	Office of the Director	F	Reg
107	Program Specialist	Carter, Annie Y	7/21/1986	F	11	8	\$ 75,323.00	\$ 16,571.06	\$ 91,894.06	4120	0300	Property Acquisition and Dispo	F	Reg
108	Program Specialist	Bartee-Williams, Marthine A	4/26/1993	F	11	6	\$ 71,371.00	\$ 15,701.62	\$ 87,072.62	2010	0100	Development Finance Div	F	Reg
109	Program Specialist	Campbell, Sharron C	5/20/2002	F	9	7	\$ 60,819.00	\$ 13,380.18	\$ 74,199.18	7020	0100	The Portfolio Management Divis	F	Reg
110	Program Specialist	Brown, Bettina	5/20/2002	F	9	4	\$ 55,929.00	\$ 12,304.38	\$ 68,233.38	3010	0100	Residential & Community Servs	F	Reg
111	Program Specialist	Alston, Chantese Denise	12/27/2016	F	9	2	\$ 52,669.00	\$ 11,587.18	\$ 64,256.18	4120	0300	Property Acquisition and Dispo	F	Term
112	Program Specialist	Bradford, Sonia C	12/30/2002	F	9	5	\$ 57,559.00	\$ 12,662.98	\$ 70,221.98	8140	0100	Rental Accommodations Division	F	Reg
113	Program Specialist	Dorsey, Dawne M	4/17/2007	F	9	5	\$ 57,559.00	\$ 12,662.98	\$ 70,221.98	8110	0100	Rental Conversions and Sales D	F	Reg
114	Program Specialist	Jackson, Cheryl F	6/9/2008	F	9	7	\$ 60,819.00	\$ 13,380.18	\$ 74,199.18	8110	0100	Rental Conversions and Sales D	F	Reg
115	Program Support Assistant (OA)	Brown, Kellie M	9/15/2008	F	7	3	\$ 45,186.00	\$ 9,940.92	\$ 55,126.92	4510	0100	The Portfolio Management Divis	F	Reg
116	Program Support Assistant (OA)	Sutton, Carolitta M	5/23/2012	F	7	7	\$ 51,058.00	\$ 11,232.76	\$ 62,290.76	1030	0100	Administrative Support Servs	F	Reg
117	Program Support Assistant (OA)	Parker, Ebony T	1/9/2017	F	7	1	\$ 42,250.00	\$ 9,295.00	\$ 51,545.00	8130	0100	Housing Regulation Administrat	F	Term
118	Program Support Specialist	Abraham, Odette	11/21/1997	F	11	7	\$ 73,347.00	\$ 16,136.34	\$ 89,483.34	8140	0100	Rental Accommodations Division	F	Reg
119	PROJECT MGR	Wali, Washi J	10/6/1986	F	13	10	\$ 112,956.00	\$ 24,850.32	\$ 137,806.32	2010	0300	Development Finance Div	F	Reg
120	Public Affairs Specialist	Wilkes, Robyn	8/11/2014	F	13	3	\$ 86,244.00	\$ 18,973.68	\$ 105,217.68	1080	0100	Office of the Director	F	Reg
121	Public Affairs Specialist	Wilson, Timothy J.	5/21/2012	F	8	0	\$ 104,995.11	\$ 23,098.92	\$ 128,094.03	1090	0100	Office of the Director	F	Reg
122	Real Estate Delinquent Special	Hayden III, Robert A	12/31/2002	F	13	7	\$ 104,523.00	\$ 22,995.06	\$ 127,518.06	4510	0100	The Portfolio Management Divis	F	Reg

	Title	Name	Hire Date	Vac Stat	Grade	Step	Salary	Fringe Rate: 22% Total Amount	Total Compensation	Prgm Code	Activity	Department Name	F/P Time	Reg/Temp /Term
123	Realty Project Manager	Lewis,Alicia J	9/6/2016	F	13	8	\$ 107,334.00	\$ 23,613.48	\$ 130,947.48	4120	0300	Property Acquisition and Dispo	F	Reg
124	Realty Project Manager	Woodson,Michael V	11/15/2004	F	13	10	\$ 112,956.00	\$ 24,850.32	\$ 137,806.32	4120	0300	Property Acquisition and Dispo	F	Reg
125	Realty Project Manager	Keane,Keishon	10/19/2015	F	13	10	\$ 112,956.00	\$ 24,850.32	\$ 137,806.32	4120	0300	Property Acquisition and Dispo	F	Reg
126	Realty Project Manager	George,Rodney D	9/28/2009	F		0	\$ 98,901.00	\$ 21,758.22	\$ 120,659.22	4120	0300	Property Acquisition and Dispo	F	Reg
127	Rental Conversion & Sales Admi	Pair,Lauren J	8/7/2006	F	15	0	\$ 115,136.17	\$ 25,329.96	\$ 140,466.13	8110	0100	Office of the Director	F	Reg
128	Rental Conversion Specialist	McClelland,Shanice A.	5/31/2016	F	12	3	\$ 80,806.00	\$ 17,777.32	\$ 98,583.32	8110	0100	Rental Conversions and Sales D	F	Term
129	Rental Conversion Specialist	Barnett,Ivy N	12/29/2014	F	12	5	\$ 85,530.00	\$ 18,816.60	\$ 104,346.60	8110	0100	Rental Conversions and Sales D	F	Reg
130	Rental Conversion Specialist	Small,Leonard Jason	7/29/2013	F	12	6	\$ 87,892.00	\$ 19,336.24	\$ 107,228.24	8110	0100	Rental Conversions and Sales D	F	Reg
131	Rental Conversion Specialist	Sawyer,Karen E	10/29/2007	F	12	7	\$ 90,254.00	\$ 19,855.88	\$ 110,109.88	8110	0100	Rental Conversions and Sales D	F	Reg
132	Rental Housing Comm/Atty Adv.	Epps,Diana Miriam Harris	7/25/2016	F	15	0	\$ 135,445.00	\$ 29,797.90	\$ 165,242.90	9110	0100	Housing Regulation Administrat	F	Term
133	Rental Housing Comm/Atty Adv.	Spencer,Michael T.	2/2/2009	F	15	0	\$ 135,445.00	\$ 29,797.90	\$ 165,242.90	9110	0100	Housing Regulation Administrat	F	Term
134	Rental Housing Comm/Atty Adv.	Szegedy Maszak,Peter	1/31/2011	F	15	0	\$ 148,300.42	\$ 32,626.09	\$ 180,926.51	9110	0100	Office of the Director	F	Reg
135	Rental Property Program Spec	Greer,Dorothy	11/19/2007	F	13	9	\$ 110,145.00	\$ 24,231.90	\$ 134,376.90	9110	0100	Housing Regulation Administrat	F	Reg
136	Rental Property Program Spec	Bradford,Carl	9/22/1979	F	13	8	\$ 107,334.00	\$ 23,613.48	\$ 130,947.48	8140	0100	Rental Accommodations Division	F	Reg
137	Rental Property Program Spec	Anderson,Keith A	2/24/2003	F	13	8	\$ 107,334.00	\$ 23,613.48	\$ 130,947.48	8140	0100	Rental Accommodations Division	F	Reg
138	Residential Rehab. Programs Ma			V	14	0	\$ 119,591.00	\$ 26,310.02	\$ 145,901.02	3060	0300	Residential & Community Servs	F	Reg
139	Residential Rehab. Specialist	Blackston,Dante E	8/27/2012	F	11	5	\$ 69,395.00	\$ 15,266.90	\$ 84,661.90	3050	0300	Residential & Community Servs	F	Reg
140	Residential Rehabilitation Speci	Ervin,Constance L.	1/23/2006	F	12	8	\$ 92,616.00	\$ 20,375.52	\$ 112,991.52	3050	0300	Residential & Community Servs	F	Reg
141	Residential Rehabilitation Speci	Nunez,Moises DJ	9/19/2005	F	12	10	\$ 97,340.00	\$ 21,414.80	\$ 118,754.80	3050	0300	Residential & Community Servs	F	Reg
142	Resource Management Specialist			V	12	0	\$ 70,345.00	\$ 15,475.90	\$ 85,820.90	1090	0100	Office of the Director	F	Reg
143	SENIOR ACCOUNTANT			V	13	0	\$ 100,306.00	\$ 22,067.32	\$ 122,373.32	120F	0100	Economic Devel & Reg STAFF	F	Reg
144	SPECIAL PROJECT COOR	Slade,Ray M	3/24/2003	F	14	10	\$ 133,476.00	\$ 29,364.72	\$ 162,840.72	2010	0300	Development Finance Div	F	Reg
145	STAFF ASSISTANT	Hall,Tilla Y	2/23/1999	F	12	10	\$ 97,340.00	\$ 21,414.80	\$ 118,754.80	7010	0100	Office of Program Monitoring	F	Reg
146	Staff Assistant	Johnson,Mozella Boyd	4/14/1986	F	12	6	\$ 87,892.00	\$ 19,336.24	\$ 107,228.24	1090	0100	Office of the Director	F	Reg
147	STAFF ASSISTANT	Briscoe,Mikael O	2/23/2015	F	12	2	\$ 78,444.00	\$ 17,257.68	\$ 95,701.68	2010	0100	Development Finance Div	F	Term
148	STAFF ASSISTANT	Acosta,Shari R	7/16/2001	F	11	10	\$ 79,275.00	\$ 17,440.50	\$ 96,715.50	9110	0100	Housing Regulation Administrat	F	Reg
149	STAFF ASSISTANT	Washington,Jean O	3/16/1987	F	11	8	\$ 75,323.00	\$ 16,571.06	\$ 91,894.06	3060	0100	Residential & Community Servs	F	Reg
150	STAFF ASSISTANT	Howard,Tamika Roshawn	2/20/2007	F	9	2	\$ 52,669.00	\$ 11,587.18	\$ 64,256.18	1060	0100	Office of the Director	F	Reg
151	Staff Assistant	Cooper,Ronisha		F	9	3	\$ 50,201.00	\$ 11,044.22	\$ 61,245.22	1090	0100	Office of Program Monitoring	F	Term
152	Staff Assistant	Roary Jr.,Booker R.	8/21/2012	F	3	0	\$ 62,062.65	\$ 13,653.78	\$ 75,716.43	1080	0100	Office of the Director	F	Reg
153	STAFF ASST	Jennings,Sherrell Y	1/30/2012	F	7	4	\$ 46,654.00	\$ 10,263.88	\$ 56,917.88	3030	0300	Residential & Community Servs	F	Reg
154	STAFF ASST	Crosby-Trapp,Monique P	10/30/2006	F	7	6	\$ 49,590.00	\$ 10,909.80	\$ 60,499.80	1085	0100	Administrative Support Servs	F	Reg
155	STAFF ASST	Izlar,Reginald	11/28/2005	F	7	4	\$ 46,654.00	\$ 10,263.88	\$ 56,917.88	2010	0300	Development Finance Div	F	Reg
156	STAFF ASST	Hawkins,Wendell E	4/14/2008	F	7	3	\$ 45,186.00	\$ 9,940.92	\$ 55,126.92	3050	0300	Residential & Community Servs	F	Reg
157	STAFF ASST	Pringle,Darshell Gelinda	2/5/2007	F	7	4	\$ 46,654.00	\$ 10,263.88	\$ 56,917.88	1085	0100	Administrative Support Servs	F	Reg
158	STAFF ASST	Bethel,Aundre	2/9/2015	F	7	3	\$ 45,186.00	\$ 9,940.92	\$ 55,126.92	1030	0100	Administrative Support Servs	F	Term
159	SUPERVISOR ATTORNEY ADVISOR			V	2	0	\$ 151,378.00	\$ 33,303.16	\$ 184,681.16	1060	0100	Office of the Director	F	Reg
160	SUPERVISORY ATTORNEY ADVISOR	Wiley,Julia H	3/24/1994	F	2	0	\$ 171,200.00	\$ 37,664.00	\$ 208,864.00	1060	0300	Office of the Director	F	Reg
161	Supervisory Contract and Loan	Wilson,Erin	9/21/2015	F	14	0	\$ 115,015.00	\$ 25,303.30	\$ 140,318.30	2010	0300	Development Finance Div	F	Reg
162	Supervisory Contract and Loan	Dickersin-Prokopp,Christopher J	10/5/2009	F	14	0	\$ 113,984.95	\$ 25,076.69	\$ 139,061.64	4510	0100	Development Finance Div	F	Reg
163	Supervisory Program Analyst			V	14	0	\$ 119,591.00	\$ 26,310.02	\$ 145,901.02	7010	0100	Office of Program Monitoring	F	Reg
164	Supervisory Program Manager	Lee,Lamont C	4/27/1987	F	15	0	\$ 125,831.89	\$ 27,683.02	\$ 153,514.91	3010	0100	Residential & Community Servs	F	Reg
165	Supervisory Realty Specialist	Slaughter,Karanja	3/24/2014	F	15	0	\$ 120,199.97	\$ 26,443.99	\$ 146,643.96	4120	0300	Property Acquisition and Dispo	F	Reg
166	Support Services Specialist	Williams,George M	3/16/2015	F	12	5	\$ 85,530.00	\$ 18,816.60	\$ 104,346.60	1030	0100	Administrative Support Servs	F	Reg
167	SUPV HOUSING & DEV			V	15	0	\$ 132,745.00	\$ 29,203.90	\$ 161,948.90	2010	0300	Office of the Director	F	Reg
168	SUPV INFO TECH SPEC			V	14	0	\$ 119,591.00	\$ 26,310.02	\$ 145,901.02	1040	0100	Information Technology Unit	F	Reg
169	SUPVY COMPUTER SPEC	Snowden,Rene B	5/16/1983	F	15	0	\$ 133,916.41	\$ 29,461.61	\$ 163,378.02	1040	0100	Office of the Director	F	Reg
170	Supvy Public Affairs Spec	Cofield,Gwendolyn M.	1/4/2016	F	15	0	\$ 115,360.00	\$ 25,379.20	\$ 140,739.20	1080	0100	Office of the Director	F	Reg
171	Train. and Dev. Mgr.	Nottingham,Angela B	6/22/1998	F	15	0	\$ 125,791.37	\$ 27,674.10	\$ 153,465.47	1015	0100	Office of the Director	F	Reg

Full Time Equivalency Positions

	Posn Stat	Posn Nbr	Title	Vac Stat	Grade	Step	Prgm Code	Activity	Department Name
1	A	00045704	Contact Representative	V	9	0	8140	0100	Rental Accommodations Division
2	A	00068364	SUPERVISOR ATTORNEY ADVISOR	V	2	0	1060	0100	Office of the Director
3	A	00010025	Supervisory Program Analyst	V	14	0	7010	0100	Office of Program Monitoring
4	A	00002541	Management Liaison Specialist	V	13	1	1010	0100	Office of the Director
5	A	00067592	Program Analyst	V	14	1	1090	0100	Office of the Director
6	A	00074851	Residential Rehab. Programs Ma	V	14	0	3060	0300	Residential & Community Servs
7	A	00020889	Supervisory Contract and Loan	V	14	0	2010	0300	Development Finance Div
8	A	00043113	HOUSING & DEV PROJECT MGR	V	13	1	2010	0300	Development Finance Div
9	A	00025092	Housing Regulations Specialist	V	12	1	8130	0100	Housing Regulation Administrat
10	A	00045968	Program Support Assistant (OA)	V	7	0	8130	0100	Housing Regulation Administrat
11	A	00065475	Inclusionary Zoning Compliance	V	11	0	8130	0100	Housing Regulation Administrat
12	A	00037137	Program Specialist	V	9	1	4120	0300	Property Acquisition and Dispo
13	A	00045218	Realty Project Manager	V	13	0	4120	0300	Property Acquisition and Dispo
14	A	00076843	Accounts Payable Technician	V	7	1	120F	0100	Economic Devel & Reg STAFF
15	A	00075598	Attorney Advisor	V	11	2	1060	0100	Office of the Director
16	A	00024203	LOAN SPEC REALTY	V	12	1	3010	0100	Residential & Community Servs
17	A	00071403	Construction Analyst	V	9	0	1080	0100	Residential & Community Servs
18	A	00004562	Program Analyst	V	13	1	7020	0100	Office of Program Monitoring

Full Time Equivalency Position

Attachment 4 (B)

Posn Nbr	Title	Prgm Code	Activity	Department Name	Vacant at the end of FY16	Currently Vacant in FY17	Current Vacant Status	Vacant Since
00045704	Contact Representative	8140	0100	Rental Accommodations Division	Yes	No	Filled	
00068364	SUPERVISOR ATTORNEY ADVISOR	1060	0100	Office of the Director	Yes	Yes	vacant- pending classification	9/18/2016
00010025	Supervisory Program Analyst	7010	0100	Office of Program Monitoring	Yes	Yes	recruitment in process	4/19/2016
00002541	Management Liaison Specialist	1010	0100	Office of the Director	Yes	No	Filled	
00067592	Program Analyst	1090	0100	Office of the Director	Yes	Yes	vacant- pending reclassification	1/17/2016
00074851	Residential Rehab. Programs Ma	3060	0300	Residential & Community Servs	Yes	Yes	recruitment in process	4/19/2016
00020889	Supervisory Contract and Loan	2010	0300	Development Finance Div	Yes	No	Filled	
00043113	HOUSING & DEV PROJECT MGR	2010	0300	Development Finance Div	Yes	Yes	recruitment in process	9/19/2015
00025092	Housing Regulations Specialist	8130	0100	Housing Regulation Administrat	Yes	No	Filled	
00045968	Program Support Assistant (OA)	8130	0100	Housing Regulation Administrat	Yes	No	Filled	
00065475	Inclusionary Zoning Compliance	8130	0100	Housing Regulation Administrat	Yes	Yes	recruitment in process	6/18/2016
00037137	Program Specialist	4120	0300	Property Acquisition and Dispo	Yes	No	Filled	
00045218	Realty Project Manager	4120	0300	Property Acquisition and Dispo	Yes	No	Filled	
00076843	Accounts Payable Technician	120F	0100	Economic Devel & Reg STAFF	Yes	Yes	recruitment in process	4/18/2016
00075598	Attorney Advisor	1060	0100	Office of the Director	Yes	Yes	vacant- pending classification	8/27/2016
00024203	LOAN SPEC REALTY	3010	0100	Residential & Community Servs	Yes	Yes	vacant- pending reclassification	1/6/2016
00071403	Construction Analyst	1080	0100	Residential & Community Servs	Yes	Yes	vacant- pending reclassification	7/27/2014
00004562	Program Analyst	7020	0100	Office of Program Monitoring	Yes	Yes	vacant- pending reclassification	1/23/2016

Top 15 Managerial Staff

Title	Name	Grade	Salary
SUPERVISORY ATTORNEY ADVISOR	Wiley,Julia H	2	\$ 171,200.00
Director Housing & Community D	Donaldson,Mary	E5	\$ 167,622.20
AGENCY FISCAL OFFICER	Kemp,Douglas	16	\$ 163,878.00
Chief of Staff	Ladd,Allison	16	\$ 158,074.10
Chief Program Officer	Orders,Vonda J.	16	\$ 157,013.20
Chief Administrative Officer	HUBBARD,DREW E	16	\$ 148,706.25
SUPVY COMPUTER SPEC	Snowden,Rene B	15	\$ 133,916.41
Supervisory Program Manager	Lee,Lamont C	15	\$ 125,831.89
Hsng. Prod. Trust Fund Ofcr.	Anyaegbunam,Oke C	15	\$ 123,930.90
Housing Compliance Officer	Edmond,Lesley	15	\$ 122,003.50
Inclus. Zoning Program Mgr.	Bulmash,Gene	14	\$ 121,540.00
FINANCIAL MGR	Sylvester,Honor C	14	\$ 120,201.00
Supervisory Realty Specialist	Slaughter,Karanja	15	\$ 120,199.97
Asset Manager	Walker,Cecilia	15	\$ 118,450.00
BUDGET OFFICER	Bryant,Kwame	14	\$ 116,881.00

Top 15 Administrative Staff

Title	Name	Grade	Salary
EXECUTIVE ASST	Gray,Sharon K	13	\$ 99,229.00
STAFF ASSISTANT	Hall,Tilla Y	12	\$ 97,340.00
Staff Assistant	Johnson,Mozella Boyd	12	\$ 87,892.00
STAFF ASSISTANT	Acosta,Shari R	11	\$ 79,275.00
STAFF ASSISTANT	Briscoe,Mikaell O	12	\$ 78,444.00
Program Specialist	Carter,Annie Y	11	\$ 75,323.00
STAFF ASSISTANT	Washington,Jean O	11	\$ 75,323.00
Program Support Specialist	Abraham,Odette	11	\$ 73,347.00
Program Specialist	Bartee-Williams,Marthine A	11	\$ 71,371.00
Staff Assistant	Roary Jr.,Booker R.	3	\$ 62,062.65
Program Specialist	Campbell,Sharron C	9	\$ 60,819.00
Program Specialist	Jackson,Cheryl F	9	\$ 60,819.00
Program Specialist	Bradford,Sonia C	9	\$ 57,559.00
Program Specialist	Dorsey,Dawne M	9	\$ 57,559.00
Program Specialist	Brown,Bettina	9	\$ 55,929.00

Top 25 Overtime Earners FY16

Name	Hours	Amount
Hardy, Vanessa S	182	\$ 11,205.85
O'Neal, Antilicia	200	\$ 8,988.32
Allen, Sandra	86	\$ 4,542.45
Hillsman, Pamela	55	\$ 4,045.11
Ervin, Constance L.	66	\$ 4,020.37
Nunez, Moises DJ	45	\$ 2,992.42
Blackston, Dante E	59.5	\$ 2,850.44
Green, Curtis J	50.25	\$ 2,025.09
Roary Jr., Booker R.	40	\$ 1,607.77
Hawkins, Wendell E	49.5	\$ 1,515.16
Howard, Kwyna T	21	\$ 1,327.01
Washington, Jean O	23.5	\$ 1,229.67
Pearson, Felicia R	22	\$ 1,038.47

<u>Name</u>	<u>Revised 02/10/2017</u>	<u>Title/Office</u>
Allen, James		OPM
Allen, Sandy		OCCO
Anderson, Keith, HRA/RAD Manager		HRA
Anyaegbunam, Oke, DFD, Manager		DFD
Banks, LaShaun, ITU		ITU
Bellegarde, Emmanuel		RCS
Booker, Roary		OCCO
Brannum, Stephen		PAMD
Bryant, Kwame		OCFO
Bulmash, Gene		HRA
Butler-Truesdale, Tonya, HRA		HRA
Campbell, Sharron		PAMD
Cofield, Gwen		OCCO
Cooper, Donnette		OGC
DAS Staff Usage - DAS		DAS
Davis, Edward, RCS-NBA Manager		RCS
Demarias, Frank		RCS
Dickersin-Prokopp, Christopher		ODR
Donaldson, Polly, Director		Director
Dorn, Towanna, ITU		ITU
Edmond, Lesley, HRA/IZ		HRA/IZ
Edwards, Clyde		OPM
Fields, Stanley		PADD
Giles, Ariel, RCS		RCS
Gillis, Miranda, DFD		DFD
Givens, Sabrina		DFD
Godwin, Patricia, CD		PAMD
Gutierrez, Sonia Patricia		OPM
Guzman, Bernard, DFD		DFD
Hagans, Patricia		OCFO
Hardy, Vanessa		ODR
Harris-Epps, Diana		RHComm.
Harvey, Guyton, DFD		DFD
Hayden, Robert, CD/PMD		PAMD
Hillsman, Pamela		ODR
Hubbard, Drew		ODR
Jamal, Lubna, RCS/LSW Manager		RCS/LSW

Johnson, Antonio	PAMD
Johnson, Devin	ODR
Johnson, Mozella Boyd,	ODR
Jones, Tiphonie, CD/PMD	PAMD
Keane, Keishon	PADD
Kemp, Doug, Agency Fiscal Officer	OCFO
Koleini, Michael	RCS
Ladd, Allison, Chief of Staff	COO
Law, LaVerne, DAS Manager	DAS
Lee, Jeffrey	PAMD
Lee, Lamont, RCS, Manager	RCS
Lewis, Alicia	PADD
McCoy, Marvin	ODR
McCrimmon, Constance	PAMD
McKenzie, Joan	OGC
Merchant, Ernest	RCS
Miles, LaTonya	RHC
Moore, Antoinette	OGC
Newkirk, Tamika	RCS
Nottingham, Angela, Training Mgr.	ODR
Nunez, Jose	ODR
O'Neal, Antilecia, Human Resources	ODR
Orders, Vonda L., Housing Compliance Officer	ODR
Pair, Lauren, HRA/CASD Manager	HRA
Pearson, Felicia	ITU
Pelletiere, Danilo	ODR
Pittman, Sharon	OPM
Pope, Wanda	DFD
Powell, Johnette	OPM
Richardson, Bruce	ITU
Scott, LaVerne	DFD
Slade, Ray	DFD
Slaughter, Karanja, PADD, Manager	PADD
Smalls, Taura	ODR
Snowden, Rene, ITU Manager	ITU
Spencer, Michael T.	RHComm.
Sylvester, Honor	OCFO
Szegedy-Maszak, Peter, RHComm.	RHC

Thomas, Michael	RCS
Walker, Cecilia	PAMD
Walker, Paul	DFD
Ward, Valisha	DFD
Washi, Wali	DFD
White, Marquial	RCS
Wilkes, Robyn	OCCO
Williams, Kimberly	OPM
Wilson, Erin	DFD
Wilson, Reginald	OCFO
Wilson, Rogelio	PAMD
Wilson, Timothy	ODR
Woodson, Michael	PADD
Wylie, Julia, DHCD General Counsel	OGC
Young, Rebecca, OCP	DHCD/OCP

Attachment 10 b

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT'S FLEET OF VEHICLES
AS OF FEBRUARY 17, 2017.

Tag #	Vehicle
55-11197	Ford Transit (15) 1FBZX2YM9GKA01950
55-11058	Toyota Corolla 2T1BURHEXFC458371
55-11059	Toyota Corolla 2T1BURHE3FC460060
55-11060	Toyota Corolla 2T1BURHE6FC467486
55-11061	Toyota Corolla 2T1BURHE4FC445776
55-11062	Toyota Corolla 5YFBURHE5FP337764
55-11063	Toyota Corolla 2T1BURHE9FC455266
55-11180	Dodge Caravan 2C4RDGCG3GR100852
55-11181	Dodge Caravan 2C4RDGCG3GR100851
55-11182	Dodge Caravan 2C4RDGCG1R100850
55-11232	Ford Cargo Van 1FTYE1M2GKA15440

FY2016 DHCD (DBO) Travel Expenditures

Agy	FISCAL_ YEAR	Approp Year	Agy Fund	Comp GL Acct	Grant No	Grant Ph	Project No	Project Ph	Primary Doc Key	Index Code	PCA	Program Code 3	Comp Object	Comp Object Title	Vendor Name	Trans Amt
DB0	2016	2014	8201	3500	00CDBG	14	NOPROJ	NA	JAJG6B77	ACDBG	01016	1015	0402	TRAVEL - OUT OF CITY		(5,349.70)
DB0	2016	2016	0100	3500	NOGRNT	NA	NOPROJ	NA	IEDEB723	AGENF	01016	1015	0402	TRAVEL - OUT OF CITY		876.86
DB0	2016	2016	0100	3500	NOGRNT	NA	NOPROJ	NA	IEDEB731	AGENF	01016	1015	0402	TRAVEL - OUT OF CITY		969.22
DB0	2016	2016	0100	3500	NOGRNT	NA	NOPROJ	NA	IEDEB732	AGENF	01016	1015	0402	TRAVEL - OUT OF CITY		754.74
DB0	2016	2016	0100	3500	NOGRNT	NA	NOPROJ	NA	IEDEB733	AGENF	01016	1015	0402	TRAVEL - OUT OF CITY		1,505.72
DB0	2016	2016	0100	3500	NOGRNT	NA	NOPROJ	NA	IEDEB736	AGENF	01016	1015	0402	TRAVEL - OUT OF CITY		(1,583.73)
DB0	2016	2016	0100	3500	NOGRNT	NA	NOPROJ	NA	IEJLR734	AGENF	01016	1015	0402	TRAVEL - OUT OF CITY		78.00
DB0	2016	2016	0100	3500	NOGRNT	NA	NOPROJ	NA	IEJLR735	AGENF	01016	1015	0402	TRAVEL - OUT OF CITY		1,772.04
DB0	2016	2016	0100	3500	NOGRNT	NA	NOPROJ	NA	JAJG6B77	AGENF	01016	1015	0402	TRAVEL - OUT OF CITY		3,918.23
DB0	2016	2016	0100	3500	NOGRNT	NA	NOPROJ	NA	JEDEB715	AGENF	01016	1015	0402	TRAVEL - OUT OF CITY		(1,555.30)
DB0	2016	2016	0610	3500	NOGRNT	NA	NOPROJ	NA	DP040994	AUNFD	0131F	130F	0402	TRAVEL - OUT OF CITY		(234.00)
DB0	2016	2016	0610	3500	NOGRNT	NA	NOPROJ	NA	IEDEB733	AUNFD	01016	1015	0402	TRAVEL - OUT OF CITY		820.58
DB0	2016	2016	0610	3500	NOGRNT	NA	NOPROJ	NA	IEDEB733	AUNFD	0131F	130F	0402	TRAVEL - OUT OF CITY		371.46
DB0	2016	2016	0610	3500	NOGRNT	NA	NOPROJ	NA	IEJLR736	AUNFD	01016	1015	0402	TRAVEL - OUT OF CITY		1,537.66
DB0	2016	2016	0610	3500	NOGRNT	NA	NOPROJ	NA	JEDEB715	AUNFD	01016	1015	0402	TRAVEL - OUT OF CITY		(81.47)
DB0	2016	2016	0700	3500	NOGRNT	NA	HPTFID	16	IEDEB732	AINTD	01016	1015	0402	TRAVEL - OUT OF CITY		2,142.59
DB0	2016	2016	0700	3500	NOGRNT	NA	HPTFID	16	IEJLR734	AINTD	01016	1015	0402	TRAVEL - OUT OF CITY		660.12
DB0	2016	2016	0700	3500	NOGRNT	NA	HPTFID	16	JEDEB711	AINTD	01016	1015	0402	TRAVEL - OUT OF CITY		265.50
DB0	2016	2016	0700	3500	NOGRNT	NA	HPTFID	16	JEDEB711	PINTD	03051	3050	0402	TRAVEL - OUT OF CITY		(265.50)
DB0	2016	2016	0700	3500	NOGRNT	NA	HPTFID	16	JEDEB715	AINTD	01016	1015	0402	TRAVEL - OUT OF CITY		1,636.77
DB0	2016	2016	0700	3500	NOGRNT	NA	HPTFID	16	JEMO1328	AINTD	01016	1015	0402	TRAVEL - OUT OF CITY		(7,890.12)
DB0	2016	2016	8200	3500	00LEAD	16	NOPROJ	NA	IEJLR734	3050X	03051	3050	0402	TRAVEL - OUT OF CITY		1,785.17
DB0	2016	2016	8200	3500	00LEAD	16	NOPROJ	NA	IEJLR735	3050X	03051	3050	0402	TRAVEL - OUT OF CITY		3,284.66
DB0	2016	2016	8200	3500	00LEAD	16	NOPROJ	NA	IEJLR736	3050X	03051	3050	0402	TRAVEL - OUT OF CITY		2,731.94
DB0	2016	2016	8201	3500	00CDBG	16	NOPROJ	NA	IEDEB732	ACDBG	01016	1015	0402	TRAVEL - OUT OF CITY		670.54
DB0	2016	2016	8201	3500	00CDBG	16	NOPROJ	NA	IEDEB733	ACDBG	01016	1015	0402	TRAVEL - OUT OF CITY		1,184.32
DB0	2016	2016	8201	3500	00CDBG	16	NOPROJ	NA	IEJLR734	ACDBG	01016	1015	0402	TRAVEL - OUT OF CITY		2,108.92
DB0	2016	2016	0100	3501	NOGRNT	NA	NOPROJ	NA	DE496900	AGENF	01016	1015	0402	TRAVEL - OUT OF CITY	ERNEST MERCHANT	405.00
DB0	2016	2016	0100	3501	NOGRNT	NA	NOPROJ	NA	DE497618	AGENF	01016	1015	0402	TRAVEL - OUT OF CITY	BETSY CAVENDISH	69.00
DB0	2016	2016	0100	3501	NOGRNT	NA	NOPROJ	NA	DE497621	AGENF	01016	1015	0402	TRAVEL - OUT OF CITY	POLLY DONALDSON	69.00
DB0	2016	2016	0100	3501	NOGRNT	NA	NOPROJ	NA	DE501452	AGENF	01016	1015	0402	TRAVEL - OUT OF CITY	TIPHANIE JONES	288.00
DB0	2016	2016	0100	3501	NOGRNT	NA	NOPROJ	NA	DE505555	AGENF	01016	1015	0402	TRAVEL - OUT OF CITY	TIPHANIE JONES	352.00
DB0	2016	2016	0100	3501	NOGRNT	NA	NOPROJ	NA	DE508334	AGENF	01016	1015	0402	TRAVEL - OUT OF CITY	JENNIFER SKOW	1,839.00
DB0	2016	2016	0100	3501	NOGRNT	NA	NOPROJ	NA	DE508345	AGENF	01016	1015	0402	TRAVEL - OUT OF CITY	TIPHANIE JONES	1,349.41
DB0	2016	2016	0100	3501	NOGRNT	NA	NOPROJ	NA	DE508570	AGENF	01016	1015	0402	TRAVEL - OUT OF CITY	TIPHANIE JONES	356.00
DB0	2016	2016	0100	3501	NOGRNT	NA	NOPROJ	NA	DE511860	AGENF	01016	1015	0402	TRAVEL - OUT OF CITY	TIPHANIE JONES	36.81
DB0	2016	2016	0610	3501	NOGRNT	NA	NOPROJ	NA	DE491602	AUNFD	0131F	130F	0402	TRAVEL - OUT OF CITY	DOUGLAS KEMP	150.01
DB0	2016	2016	0610	3501	NOGRNT	NA	NOPROJ	NA	DE492630	AUNFD	01016	1015	0402	TRAVEL - OUT OF CITY	BERNARD GUZMAN	241.74
DB0	2016	2016	0610	3501	NOGRNT	NA	NOPROJ	NA	DE497625	AUNFD	01016	1015	0402	TRAVEL - OUT OF CITY	ANDREA LEE	288.00
DB0	2016	2016	0610	3501	NOGRNT	NA	NOPROJ	NA	DE498675	AUNFD	0131F	130F	0402	TRAVEL - OUT OF CITY	REGINALD WILSON	720.00
DB0	2016	2016	0610	3501	NOGRNT	NA	NOPROJ	NA	DE498919	AUNFD	0131F	130F	0402	TRAVEL - OUT OF CITY	HONOR SYLVESTER	1,715.50
DB0	2016	2016	0610	3501	NOGRNT	NA	NOPROJ	NA	DE498923	AUNFD	0131F	130F	0402	TRAVEL - OUT OF CITY	EDEN TEKLEBRHANE	1,578.46
DB0	2016	2016	0610	3501	NOGRNT	NA	NOPROJ	NA	DE499944	AUNFD	0131F	130F	0402	TRAVEL - OUT OF CITY	DOUGLAS KEMP	1,684.01
DB0	2016	2016	0610	3501	NOGRNT	NA	NOPROJ	NA	DE505560	AUNFD	01016	1015	0402	TRAVEL - OUT OF CITY	ANDREA LEE	72.15
DB0	2016	2016	0610	3501	NOGRNT	NA	NOPROJ	NA	DE505811	AUNFD	0131F	130F	0402	TRAVEL - OUT OF CITY	HONOR SYLVESTER	103.93
DB0	2016	2016	0610	3501	NOGRNT	NA	NOPROJ	NA	DE507481	AUNFD	0131F	130F	0402	TRAVEL - OUT OF CITY	EDEN TEKLEBRHANE	232.97

FY2016 DHCD (DBO) Travel Expenditures

Agy	FISCAL_ YEAR	Approp Year	Agy Fund	Comp GL Acct	Grant No	Grant Ph	Project No	Project Ph	Primary Doc Key	Index Code	PCA	Program Code 3	Comp Object	Comp Object Title	Vendor Name	Trans Amt
DB0	2016	2016	0610	3501	NOGRNT	NA	NOPROJ	NA	DE508576	AUNFD	01016	1015	0402	TRAVEL - OUT OF CITY	KELLIE BROWN JOHNSON	846.88
DB0	2016	2016	0610	3501	NOGRNT	NA	NOPROJ	NA	DE508703	AUNFD	01016	1015	0402	TRAVEL - OUT OF CITY	SHARRON CAMPBELL	846.88
DB0	2016	2016	0610	3501	NOGRNT	NA	NOPROJ	NA	DE512165	AUNFD	01016	1015	0402	TRAVEL - OUT OF CITY	LUBNA JAMAL	357.00
DB0	2016	2016	0700	3501	NOGRNT	NA	HPTFID	16	DE496725	AINTD	01016	1015	0402	TRAVEL - OUT OF CITY	MICHAEL WOODSON	543.42
DB0	2016	2016	0700	3501	NOGRNT	NA	HPTFID	16	DE496813	AINTD	01016	1015	0402	TRAVEL - OUT OF CITY	KARANJA SLAUGHTER	527.80
DB0	2016	2016	0700	3501	NOGRNT	NA	HPTFID	16	DE499977	PINTD	03051	3050	0402	TRAVEL - OUT OF CITY	TAMIKA NEWKIRK	265.50
DB0	2016	2016	0700	3501	NOGRNT	NA	HPTFID	16	DE501455	AINTD	01016	1015	0402	TRAVEL - OUT OF CITY	BERNARD GUZMAN	884.12
DB0	2016	2016	0700	3501	NOGRNT	NA	HPTFID	16	DE509758	AINTD	01016	1015	0402	TRAVEL - OUT OF CITY	ROGELIO WILSON	1,229.80
DB0	2016	2016	8200	3501	00LEAD	16	NOPROJ	NA	DE501949	3050X	03051	3050	0402	TRAVEL - OUT OF CITY	PATICA HAGANS	229.50
DB0	2016	2016	8200	3501	00LEAD	16	NOPROJ	NA	DE502490	3050X	03051	3050	0402	TRAVEL - OUT OF CITY	CURTIS GREEN	229.50
DB0	2016	2016	8200	3501	00LEAD	16	NOPROJ	NA	DE502498	3050X	03051	3050	0402	TRAVEL - OUT OF CITY	LUBNA JAMAL	229.50
DB0	2016	2016	8200	3501	00LEAD	16	NOPROJ	NA	DE502504	3050X	03051	3050	0402	TRAVEL - OUT OF CITY	MOSES NUNEZ	229.50
DB0	2016	2016	8200	3501	00LEAD	16	NOPROJ	NA	DE505557	BLEAD	03051	3050	0402	TRAVEL - OUT OF CITY	LUBNA JAMAL	72.15
DB0	2016	2016	8200	3501	00LEAD	16	NOPROJ	NA	DE505563	BLEAD	03051	3050	0402	TRAVEL - OUT OF CITY	MOSES NUNEZ	39.00
DB0	2016	2016	8200	3501	02LEAD	16	NOPROJ	NA	DE508567	LDHAZ	03051	3050	0402	TRAVEL - OUT OF CITY	MOSES NUNEZ	688.00
DB0	2016	2016	8201	3501	00CDBG	16	NOPROJ	NA	DE496724	ACDBG	01016	1015	0402	TRAVEL - OUT OF CITY	ERNEST MERCHANT	310.50
DB0	2016	2016	8201	3501	00CDBG	16	NOPROJ	NA	DE498374	ACDBG	01016	1015	0402	TRAVEL - OUT OF CITY	CASSIA SOOKHOO	224.00
DB0	2016	2016	8201	3501	00CDBG	16	NOPROJ	NA	DE499630	ACDBG	01016	1015	0402	TRAVEL - OUT OF CITY	ERNEST MERCHANT	190.66
DB0	2016	2016	8201	3501	00CDBG	16	NOPROJ	NA	DE505556	ACDBG	01016	1015	0402	TRAVEL - OUT OF CITY	RALPH MARSHALL	324.00
DB0	2016	2016	8202	3501	00HOME	16	NOPROJ	NA	DE491606	AHOME	01016	1015	0402	TRAVEL - OUT OF CITY	KIMBERLY WILLIAMS	25.00
DB0	2016	2016	8202	3501	00HOME	16	NOPROJ	NA	DE496716	AHOME	01016	1015	0402	TRAVEL - OUT OF CITY	LESLEY M. EDMOND	238.50
SUMMARY																32,197.42

ALL Overtime Earners FY16

Name	Hours	Amount
Hardy, Vanessa S	182	\$ 11,205.85
O'Neal, Antilicia	200	\$ 8,988.32
Allen, Sandra	86	\$ 4,542.45
Hillsman, Pamela	55	\$ 4,045.11
Ervin, Constance L.	66	\$ 4,020.37
Nunez, Moises DJ	45	\$ 2,992.42
Blackston, Dante E	59.5	\$ 2,850.44
Green, Curtis J	50.25	\$ 2,025.09
Roary Jr., Booker R.	40	\$ 1,607.77
Hawkins, Wendell E	49.5	\$ 1,515.16
Howard, Kwyna T	21	\$ 1,327.01
Washington, Jean O	23.5	\$ 1,229.67
Pearson, Felicia R	22	\$ 1,038.47

Department of Housing and Community Development: Workers Compensation
Date Range FY 16 - FY 17 to date (2/22/2017)

Payment Totals	Payment Type
Fiscal Year	Indemnity
FY 2016	\$12,563.72
FY 2017	\$4,962.70
Grand Total	\$17,526.42

Department of Housing and Community Development FY2017

Agency Department of Housing and Community Development

Agency Acronym DHCD

Agency Code DB0

To edit agency and POC information press your agency name (underlined and in blue above).

Agency Performance POCs Allison (DHCD) Ladd; Booker (DHCD) Roary; Chris Dickersin-Prokopp; Danilo Pelletiere; Drew Hubbard; Felicia (DHCD) Walton; Gwendolyn (DHCD) Cofield; Jennifer Skow; Vonda (DHCD) Orders; Wallace (DHCD) Yeboah; Yonghong (DHCD) Dhcd

Agency Budget POCs Allison (DHCD) Ladd; Booker (DHCD) Roary; Chris Dickersin-Prokopp; Jennifer Skow; Vonda (DHCD) Orders; Wallace (DHCD) Yeboah

Fiscal Year 2017

When you believe you are finished with this phase of your Performance Plan, press edit in the upper right, check this box, and then press save.

2017 Strategic Objectives

Objective Number	Strategic Objective
1	Increase New Affordable Housing Opportunities.
2	Preserve Existing Affordable Housing Stock.
3	Promote community development activities.
4	Create and maintain a highly efficient, transparent and responsive District government.**

2017 Key Performance Indicators

Record ID#	Measure	New Measure/ Benchmark Year	Frequency of Reporting	Add Data Fields (if applicable)	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Quarter 1
1 - Increase New Affordable Housing Opportunities. (3 Measures)											
852	Number of total new construction affordable rental housing units funded	<input type="checkbox"/>	Quarterly		929	1405	401	900	895	500	150
855	Number of affordable homeownership units produced or preserved	<input type="checkbox"/>	Quarterly		35	197	163	200	116	30	0
5827	Number of Homebuyer Purchase Assistance Program loans	<input type="checkbox"/>	Quarterly		130	210	187	225	212	225	56
2 - Preserve Existing Affordable Housing Stock. (2 Measures)											
805	Number of affordable rental housing units preserved (rehabbed)	<input type="checkbox"/>	Quarterly		Not available	1005	816	1000	293	780	36
808	Number of affordable single-family homeownership units rehabbed from Single Family Rehab/Lead Safe Programs	<input type="checkbox"/>	Quarterly		54	90	76	110	85	100	19
3 - Promote community development activities. (4 Measures)											
758	Number of storefront facades improved	<input type="checkbox"/>	Quarterly		Not available	40	36	40	26	40	3
768	Number of capacity-building workshops given to organizations	<input checked="" type="checkbox"/>	Quarterly		Not available	Not available	Not available	Not available	New Measure	25	0
802	Number of properties disposed that were developed by DHCD (Turn-Key)	<input type="checkbox"/>	Quarterly		Not available	12	0	3	1	5	0
821	Number of Section 3 Jobs Created	<input type="checkbox"/>	Annually		Not available	25	24	25	29	25	Annual Measure
4 - Create and maintain a highly efficient, transparent and responsive District government.** (25 Measures)											
716	Percentage of loans at least one year old in good standing	<input checked="" type="checkbox"/>	Annually		Not available	Not available	Not available	Not available	New Measure	92%	Annual Measure
718	Percentage of hardship petitions processed within 90 days	<input checked="" type="checkbox"/>	Annually		Not available	Not available	Not available	Not available	New Measure	100%	Annual Measure
722	Average number of calendar days for compliance review	<input type="checkbox"/>	Annually		Not available	50	30	50	37	45	Annual Measure
728	Percentage of required Asset Management site visits completed	<input checked="" type="checkbox"/>	Annually		Not available	Not available	Not available	Not available	New Measure	100%	Annual Measure
729	Percentage of IZ lotteries held in 17 days or less after receiving a notice of availability	<input type="checkbox"/>	Annually		Not available	95%	67%	95%	81.5%	100%	Annual Measure

2102	Contracts/Procurement-Expendable Budget spent on Certified Business Enterprises	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
2103	Contracts/Procurement-Contracts lapsed into retroactive status	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
2104	Budget- Local funds unspent	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
2105	Budget- Federal Funds returned	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
2106	Customer Service-Meeting Service Level Agreements	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
2107	Human Resources-Vacancy Rate	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
2108	Human Resources-Employee District residency	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
2109	Human Resources-Employee Onboard Time	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
2110	Performance Management-Employee Performance Plan Completion	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
4987	Percentage of development finance projects that close within 9 months of selection	✓	Annually		Not available	Not available	Not available	Not available	New Measure	80%	Annual Measure
4988	Percentage of Single Family Rehabilitation/Lead Safe Washington projects that start construction within 6 months after DHCD receives the application	✓	Quarterly		Not available	Not available	Not available	Not available	New Measure	80%	65%
4989	Percentage of HPAP loans that close within 45 days after sales contract approval	✓	Quarterly		Not available	Not available	Not available	Not available	New Measure	80%	65%
4990	Percentage of HPAP loans subordinated within 45 days upon receipt of a complete subordination package	✓	Quarterly		Not available	Not available	Not available	Not available	New Measure	80%	100%
4991	Percentage of Storefront Facade projects that complete within 10 weeks after pre-construction approval	✓	Annually		Not available	Not available	Not available	Not available	New Measure	80%	Annual Measure
5551	Median Number of Months Property is in DHCD's portfolio	✓	Annually		63	Not available	57	Not available	New Measure	40	Annual Measure
5841	Average number of days between Rental Housing Commission hearing a new case and final decision	<input type="checkbox"/>	Annually		471	90	89	90	30.8	50	Annual Measure
5842	Percentage of TOPA notices received listed in a published online report on DHCD's website within two weeks	✓	Quarterly		Not available	Not available	Not available	Not available	New Measure	100%	100%
5855	Met HPTF Statutory Requirements - 30% AMI	✓	Quarterly		Not available	Not available	Not available	Not available	New Measure	40%	64%
5856	Met HPTF Statutory Requirements - 50% AMI	✓	Quarterly		Not available	Not available	Not available	Not available	New Measure	40%	36%
5857	Met HPTF Statutory Requirements - 80% AMI	✓	Quarterly		Not available	Not available	Not available	Not available	New Measure	20%	0%

2017 Operations

Operations Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic Initiatives
1 - Increase New Affordable Housing Opportunities. (3 Activities)					
AFFORDABLE HOUSING PROJECT FINANCING	Affordable Housing Project Financing	DHCD's Development Finance Division provides funding for the development of rental, homeownership and community facility projects that serve DC neighborhoods. As both the creation and preservation of affordable housing units are important to DHCD, DFD plays a prominent role in helping the agency achieve its annual affordable housing production and preservation goals.	Daily Service	2	7
INCLUSIONARY ZONING PROGRAM	Inclusionary Zoning	Inclusionary Zoning requires that a certain percentage of units in a new development or a substantial rehabilitation that expands an existing building set aside affordable units in exchange for a bonus density. The Housing Regulation Administration Division at DHCD administers the Inclusionary Zoning program, including developer compliance, holding lotteries for District residents to occupy units, and general program policy development.	Daily Service	1	1
NEIGHBORHOOD BASED ACTIVITIES	Down Payment Assistance	The Home Purchase Assistance (HPAP) program, Employer Assisted Housing Program (EAHP) and the Negotiated Employer Assisted Housing Program (NEAHP) provides interest-free loans and closing cost assistance to qualified applicants to purchase single family houses, condominiums, or cooperative units. The loan amount is based on a combination of factors, including; income, household size, and the amount of assets that each applicant must commit towards a property's purchase.	Daily Service	1	1
TOT				4	9
2 - Preserve Existing Affordable Housing Stock. (2 Activities)					
RENTAL CONVERSION AND SALES DIVISION	Rental Conversion and Sales	The Rental Conversion and Sale Division at DHCD administers the Rental Housing Conversion and Sale Act of 1980 and the Condominium Act of 1976. Through the Conversion Act, District tenants have the opportunity to purchase rights, tenant first rights of refusal, receipt of offer of sale notices, notices of transfer and the conversion of property to cooperatives or condominiums. The Condominium Act regulates condominium formation and registration of condominium units before a developer may offer units to interested buyers, including administration of the Structure Defect Warranty Claim Program.	Daily Service	1	0
NEIGHBORHOOD BASED ACTIVITIES	Home Rehab Assistance	Single Family Residential Rehabilitation (SFRPP) administers loans and/or grants for home repairs to alleviate DC building code violations and assists homeowners in repairing physical threats to health and safety, and modify and/or eliminate barriers to accessibility for persons with mobility or other physical impairments. SFRPP helps households finance minor home repairs that will; address building code violations, repair roofs, remove threats to health and safety, and modify and/or eliminate barriers to accessibility for persons with mobility or other physical impairments The Lead Safe Washington (LSW) Program provides grant funds for the identification and control of lead-based paint hazards. Deteriorated lead-based paint and lead-contaminated dust present significant health hazards to individuals of all ages, and children younger than six-years-old in particular. LSW provides funds to reduce lead-based paint hazards in eligible single and multi-family properties.	Daily Service	2	2
TOT				3	2
3 - Promote community development activities. (4 Activities)					
COMMUNITY DEVELOPMENT	Foster Small Business Development	Grantee organizations provide technical assistance, support and training to small and retail businesses focusing on neglected commercial corridors in low and moderate income areas in the District of Columbia. The program does not provide grants, loans, or direct subsidies to businesses. The neighborhood areas where grantees currently operate include, but are not limited to: Anacostia, Congress Heights, Columbia Heights, Adams Morgan, Mount Pleasant, Georgia Avenue, Petworth, Rhode Island Avenue NE, and Deanwood/Marshall Heights. Grantee organizations are also involved in business attraction and retention. Assistance provided includes micro-loan packaging, business planning, entrepreneurial training, one-on-one business technical assistance, tax preparation assistance, accounting assistance, or legal assistance. Grantee organizations also provide collective business support activities, such as the formation of business alliances, business corridor promotion, mass marketing, volume discount efforts, and collective space management. Through these organizations, DHCD is also heavily involved in neighborhood revitalization efforts in these areas, including major commercial project planning and interagency business development coordination.	Daily Service	1	0
PROPERTY MANAGEMENT	Maintain DHCD's property portfolio	The Property Acquisition and Disposition Division (PADD) stabilizes neighborhoods by decreasing the number of vacant and abandoned residential properties in the District and transforming vacant and/or abandoned properties into productive use. PADD acquires vacant, abandoned and deteriorated properties through negotiated friendly sale, eminent domain, donation or tax sale foreclosure when owners are unwilling or unable to maintain their properties; and it disposes of properties in the PADD inventory by selling the properties to individuals or developers to be rehabilitated into high quality affordable and market-rate single-family and/ or multifamily for-sale housing in District neighborhoods.	Daily Service	2	1
HOUSING RESOURCE CENTER	Housing Resource Center	The DHCD Housing Resource Center is open Monday – Friday from 8:30 am – 3:30 pm for residents to obtain information about affordable housing options, attend events, and use computers to access DCHousingSearch.org, a free listing service that provides easy access to information about housing opportunities within the District of Columbia.	Daily Service	1	0
NEIGHBORHOOD BASED ACTIVITIES	Housing Counseling	Residential and Community Services works through Community Based Organizations (CBO) to provide comprehensive housing counseling services and other community economic development activities.	Daily Service	1	0
TOT				5	1
4 - Create and maintain a highly efficient, transparent and responsive District government.** (3 Activities)					

Housing Regulation Oversight	Housing Regulation Administration and Rental Housing Commission	The Housing Regulation Administration (HRA) administers residential housing regulations relating to condominium and cooperative conversions, rent adjustment procedures, licensing and other related matters. It is composed of two divisions, the Rental Accommodation Division (RAD) and the Rental Conversion and Sales Division (CASD), and manages the DHCD Housing Resource Center. The Rental Housing Commission is charged with the responsibility of enforcing the Rental Housing Act of 1985 through statutory functions. Although the Commission is an independent quasi-judicial body, it has direct reporting responsibility to DHCD on administrative, management and budgetary matters.	Daily Service	2	0
Program Monitoring	Program Monitoring	The Office of Program Monitoring (OPM) conducts oversight and reviews of DHCD projects and funding recipients. Its core functions include contract compliance, quality assurance to ensure compliance with federal and local regulations, and affordability covenant compliance to ensure project maintains compliance throughout the duration of the projects period of affordability. OPM staff performs project reviews of environmental standards, Davis Bacon, relocation, fair housing and Section 3 as each project relates to these programs. Project compliance takes the form of annual report reviews and on-site visits to properties where file reviews and physical inspections occur. As the monitoring entity for the IRS on the LIHTC Program and HUD on the HOME, CDBG and ESG Programs, DHCD reports directly to them on issues of non-compliance.	Daily Service	2	0
PORTFOLIO AND ASSET MANAGEMENT	Portfolio and Asset Management	The Portfolio and Asset Management Division (PMD) manages the allocation of Low Income Housing Tax Credits (LIHTC) and provides portfolio management oversight to outstanding loans in the division. The division monitors the status of existing loans to ensure compliance with loan covenants and collections of loans that are due and conducts the reviews of the risks and relationships of potential borrowers to protect the Department's assets.	Daily Service	2	0
TOT				6	0
TOT				18	12

2017 Workload Measures

All Workload Measures must be linked to a specific Operation. If Workload Measures are already in the system but not yet linked, email the Office of Performance Management with a spreadsheet that identifies to which Operation each Workload Measure belongs.

Workload Measures - Operations

Measure	New Measure/ Benchmark Year	Add Historical and Target Data (FY17)	Numerator Title	Units	Frequency of Reporting	FY 2014	FY 2015	FY 2016 Actual	FY 2017 Quarter 1
1 - Affordable Housing Project Financing (2 Measures)									
Number of loan closings	✓		# of loan closings	# of loan closings	Quarterly	Not available	Not available	New Measure	2
Number of financial applications submitted	✓		# of financial applications submitted	# of financial applications submitted	Semi-Annually	Not available	Not available	New Measure	Annual Measure
1 - Down Payment Assistance (1 Measure)									
Number of HPAP applications received	✓		# of HPAP application	# of application	Quarterly	Not available	Not available	New Measure	145
1 - Inclusionary Zoning (1 Measure)									
Number of IZ units available for occupancy	✓		# of IZ units available for occupancy	Number of IZ units	Quarterly	Not available	Not available	New Measure	14
2 - Home Rehab Assistance (2 Measures)									
Number of Single FamilyRehab applications received	✓		# of Rehab Applications	# of applications	Quarterly	Not available	Not available	New Measure	13
Number of Lead Safe Washington applications received	✓		# of Lead Safe Washington Applications	# of applications	Quarterly	Not available	Not available	New Measure	6
2 - Rental Conversion and Sales (1 Measure)									
Number of TOPA notices processed	✓		# of TOPA notices processed	# of TOPA notices	Quarterly	Not available	Not available	New Measure	349
3 - Foster Small Business Development (1 Measure)									
Number of small business technical assistance sessions	✓		# of small business technical assistance sessions	small business TA sessions	Quarterly	Not available	Not available	New Measure	6310
3 - Housing Counseling (1 Measure)									
Number of housing counseling sessions given	✓		# of housing counseling sessions	# of housing counseling sessions	Quarterly	Not available	Not available	New Measure	5702
3 - Housing Resource Center (1 Measure)									
Number of customers who utilize the Housing Resources Center	✓		# of customers who utilize the Housing Resources Center	# of customers	Quarterly	Not available	Not available	New Measure	1350
3 - Maintain DHCD's property portfolio (2 Measures)									

Number of properties acquired	✓	# of properties acquired	acquired properties	Annually	Not available	Not available	New Measure	Annual Measure
Number of total properties disposed	✓	# of properties disposed	disposed properties	Annually	Not available	Not available	New Measure	Annual Measure
4 - Housing Regulation Administration and Rental Housing Commission (2 Measures)								
Number of Rental Housing Commission appeals disposed	✓	# of Rental Housing Commission appeals disposed	# of appeals	Annually	Not available	Not available	New Measure	Annual Measure
Number of hardship petitions received	✓	# of hardship petitions received	# of petitions	Quarterly	Not available	Not available	New Measure	0
4 - Portfolio and Asset Management (2 Measures)								
Number of submitted financial reviews	✓	# of submitted financial reviews	# of financial reviews	Quarterly	Not available	Not available	New Measure	0
Number of loans serviced by a third-party vendor	✓	Number of loans serviced by a third-party vendor	Number of loans serviced by a third-party vendor	Quarterly	Not available	Not available	New Measure	7811
4 - Program Monitoring (2 Measures)								
Number of Davis Bacon inspections	✓	# of Davis Bacon inspections	# of inspections	Quarterly	Not available	Not available	New Measure	24
Number of compliance reviews completed	✓	# of compliance reviews completed	reviews completed	Quarterly	Not available	Not available	New Measure	35

2017 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Add Initiative Update	# of Initiative Updates	Needs Initiative Update Notification
AFFORDABLE HOUSING PROJECT FINANCING (7 Strategic initiative-operation links)					
Establish a Preservation Unit	Establish a "Preservation Unit" located within a designated District agency that is tasked with being the District's central source to (a) preserve existing assisted affordable housing in the city, (b) identify opportunities to place "naturally affordable," unassisted units under covenant or to otherwise preserve their affordability, and (c) maintain comprehensive data on all affordable housing in the city.	09-30-2017		1	
Commit local and Federal Resources for affordable housing preservation and production	DHCD will continue to fully commit unprecedented local and federal resources towards affordable housing production and preservation. To ensure adequate flow of funds, the Development Finance Division will take the following measures in FY17: - Update and align the Qualified Allocation Plan (QAP) - a plan that enables the agency to allocate its low-income housing tax credits - with the revamped Request for Proposal process. The latest QAP was published in 2012. - Commit to two RFPs per year which will increase the number of potential applicants for funding. - Evaluate how the division can decrease the time at which the Agency reviews and selects qualified applications and underwrites deals. - Launch a new loan program called Great Spaces, Healthy Places. Landlords with buildings up to 50 units will be able to apply for low-interest loans to address sub-standard property issues (safety and environmental hazards). DHCD will draft an application, pilot the program, and develop recommendations for the next fiscal year.	09-30-2017		1	
Public Private Preservation Fund	Provide seed funding to a Public-Private Preservation Fund to facilitate early investments while leveraging greater amounts of private capital to preserve affordable housing.	09-30-2017		1	
Small Properties Program	Develop a Small Properties Preservation and Affordability Program within DHCD to assist properties with 5 to 50 units with funds for renovations and repairs.	09-30-2017		1	
Implement DOPA	Implement DOPA by releasing draft regulations that will allow the District to take greater advantage of DOPA through the transfer of ownership to pre-qualified developers.	09-30-2017		1	
Improve TOPA	Improve Preservation under TOPA and TOPA exemptions by providing financial incentives for preservation in TOPA transactions, including predevelopment work, legal services, third party reports, and acquisition bridge financing.	09-30-2017		1	
Programs for low-income senior renters	Establish Programs to Facilitate Low-Income Senior Renters Aging in Place by formulating strategies for older residents to remain in place.	09-30-2017		1	
TOT				7	
INCLUSIONARY ZONING PROGRAM (1 Strategic Initiative-Operation Link)					
Update the IZ program	In FY17, DHCD will update the IZ program by doing the following: - Incorporate the Zoning Commission's changes to applicant income levels, adding a 60% AMI category - Address a conflict between IZ and rent control—we need to determine if this will be a regulatory fix and/or a statutory change - Address an omission in the IZ regulations relating to our process and definitions of reasonable accommodations for compliance with the Americans with Disabilities Act	09-30-2017		1	
TOT				1	
NEIGHBORHOOD BASED ACTIVITIES (3 Strategic initiative-operation links)					

Improve the HPAP program	DHCD will undertake a few measures to improve the HPAP program: <ul style="list-style-type: none"> - Hire a new program manager - Identify ways in which DHCD can leverage other funding platforms that can be implemented in FY18 - Develop a new online homebuyer application and online counseling tool - Select administrator(s) from our most recent RFA - Implement and evaluate the new - Evaluate and develop recommendations for repayment terms to lowest-income borrowers - Implement program's new loan cap (\$80,000 from \$50,000) and evaluate the impact to the program 	09-30-2017		1
Streamline Single-Family Rehab Programs	In FY17, DHCD will focus on more quickly serving Single-Family Residential Repair program through the following activities: <ul style="list-style-type: none"> - Hire a new SFRRP program manager - Eliminate the program's 3-bid requirement by revising the program's administrative instructions - Implement a new emergency-based repair grant program to separate urgent repairs that need immediate attention from standard home repairs - Develop and publish a new streamlined application 	09-30-2017		1
Create Opportunities for Seniors to Age in Place	Partner with the DC Office on Aging for a second year to evaluate, tweak, enhance, and expand the Safe at Home program. The program promotes aging-in-place for older adults (60 years and older) and people with disabilities (18 to 59 years old) by providing up to \$10,000 in home accessibility adaptation grants to reduce the risk of falls and reduce barriers that limit mobility. DHCD will provide funding and execute a Memorandum of Understanding to DCOA to implement the program.	09-30-2017		1
TOT				3
PROPERTY MANAGEMENT (1 Strategic Initiative-Operation Link)				
Implement new Vacant to Vibrant Program	Launch and lead a new Vacant to Vibrant Program. Within FY2017, DHCD will: <ul style="list-style-type: none"> - Develop and launch online materials to improve transparency and education about DHCD's properties - Collaborate with DCRA to identify and enforce vacant/blighted properties - Reduce DHCD's current portfolio of 161 properties by 50% - Acquire 15 new vacant properties and begin their disposition process 	09-30-2017		1
TOT				1
TOT				12

2017 Initiative Updates

Initiative Updates	Strategic Initiative-Operation Link - Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Explanation of Impact	Supporting Data	FY2017 Quarters
Commit local and Federal Resources for affordable housing preservation and production (1 Initiative Update)								
	Commit local and Federal Resources for affordable housing preservation and production	DHCD has completed its update and alignment of the Qualified Allocation Plan (QAP) and is in the process of publishing for public review and comment. DHCD remains committed to two RFPs per year and expects to release the next RFP in March. The Great Spaces, Healthy Places program has launched and is accepting applications. DHCD is assessing the need additional program elements to be successful.	0-24%	High	Demonstrable	The new QAP has the potential to clarify the LIHTC allocation and synchronize the LIHTC program with DHCD's other funding. The Great Spaces, Healthy Places program is a new program meant to help small distressed landlords bring their units into compliance. As the program scales up it is expected to have a demonstrable impact on properties and tenants in the city.		FY17Q1
Create Opportunities for Seniors to Age in Place (1 Initiative Update)								
	Create Opportunities for Seniors to Age in Place	In October 2016 DHCD and DC Office on Aging (DCOA) entered into a new MOU for DCOA to continue administering the Safe at Home program.	Complete	High	Demonstrable	DCOA and its grantee Care Partners have done great work and had a tremendous impact in the community helping seniors stay in their homes.		FY17Q1
Establish a Preservation Unit (1 Initiative Update)								

Establish a Preservation Unit	DHCD is laying the groundwork for hiring a "preservation officer" as the first step toward implementing this initiative.	0-24%	High	Incremental	The preparation work has an incremental impact on the work of the department as it currently carries out its preservation work and how that can be improved with the establishment of the preservation unit. This initiative has the potential to be transformative.	FY17Q1
Implement DOPA (1 Initiative Update)						
Implement DOPA	the DOPA regulations have been drafted and are undergoing agency review and final decision making prior to external review and public comment.	50-74%	High	Demonstrable	DOPA should have a demonstrable impact once fully implemented when it is used to purchase properties and bring them into the affordable housing stock that would otherwise have been converted to uses providing less public good.	FY17Q1
Implement new Vacant to Vibrant Program (1 Initiative Update)						
Implement new Vacant to Vibrant Program	Develop and launch online materials to improve transparency and education about DHCD's properties - Since Spring 2016 PADD has released all Solicitations for Offers on-line and posted all documents - Collaborate with DCRA to identify and enforce vacant/blighted properties - PADD is working with DCRA to up with ways to collaborate and share information - Reduce DHCD's current portfolio of 161 properties by 50% - in process - Acquire 15 new vacant properties and begin their disposition process - 10% completed	0-24%	High	Incremental	These are process improvements to DHCD's property acquisition and disposition process.	FY17Q1
Improve the HPAP program (1 Initiative Update)						
Improve the HPAP program	New program manager hired - August 2016 Two new administrators selected - November 2016 New loan cap to \$80,000 - published on January 6, 2017 New repayment terms for low-income borrowers - to begin on February 1, 2017	50-74%	High	Transformative	HPAP program has never had more than 1 administrator, now it will have 2. \$80,000 is the highest maximum loan amount ever for the program and should give the lowest-income borrowers a lot more buying power.	FY17Q1
Improve TOPA (1 Initiative Update)						
Improve TOPA	Work is just beginning on this initiative	0-24%	High	Incremental	The impact of this initiative will be incremental improvements to the efficiency of the TOPA to encourage affordable housing and tenant stability. Efforts such as DOPA and the preservation fund also contribute to these efforts.	FY17Q1
Programs for low-income senior renters (1 Initiative Update)						
Programs for low-income senior renters	The specific programs and policies under this initiative are being defined.	0-24%	Medium	None	The impact of these policies could be substantial but it is not yet clear whether this will involve new efforts and different approaches and/or a further commitment to existing efforts.	FY17Q1
Public Private Preservation Fund (1 Initiative Update)						

Public Private Preservation Fund	DHCD is preparing a white paper on the structure of the fund for internal deliberation and eventual discussions with prospective investors and users. Housing Production Trust Fund monies have been provided a separate line item for preservation purposes.	0-24%	High	Transformative	The preservation fund should both increase the available resources to implement the District's affordable housing policy and add new flexibility to efforts to preserve affordable housing at a range of income lower levels.	FY17Q1
Small Properties Program (1 Initiative Update)						
Small Properties Program	The launch of the Great Spaces Healthy Places program is a significant step in implementing this initiative. The program will monitor this program and learn from it, using it as a stepping stone to a broader and more effective small properties program.	50-74%	High	Demonstrable	The Great Spaces, Healthy Places program is a significant step toward a more effective and comprehensive treatment of small properties as a means to provide affordable housing.	FY17Q1
Streamline Single-Family Rehab Programs (1 Initiative Update)						
Streamline Single-Family Rehab Programs	Published new streamlined application - June 2016 Eliminated 3-bid requirement, with homeowner waiver - October 2016 Made offer to a new SFRRP program manager - December 2016 Critical Repair RFA is in draft form - should be published in February 2017	50-74%	High	Demonstrable	The successful launch of the Critical Repair RFA and a new manager should re-energize this program and increase capacity to provide service to many more residents.	FY17Q1
Update the IZ program (1 Initiative Update)						
Update the IZ program	The required legislative and regulatory drafts required by the recent decision Zoning Commission order are completed and are ready for public comment. They also update other aspects of the program to improve its effectiveness. DHCD is assessing the interaction of IZ and rent control and any required regulatory or statutory change. DHCD is in the planning to add a policy to our Administrative Issuances/Policy Manual regarding the reasonable accommodation request process. This is expected to be complete in Q2.	25-49%	High	Demonstrable	By changing the income levels served and providing greater clarity and efficiency the proposed changes should have a demonstrable impact on the IZ programs, its beneficiaries and those on the waiting list. It will also address long standing concerns of the development community.	FY17Q1

2017 Special Mayoral Plans

Strategic Initiative Header	Strategic Initiative Title	Special Mayoral Plan	Mayoral Plan Domain	Mayoral Plan Goal	Mayoral Plan Action
Aging in Place Opportunities	Create Opportunities for Seniors to Age in Place	Age-Friendly DC	Housing: Wide range of housing options for older residents aging in communities/place, and other home modification programs	Streamline, expand, and promote programs that support affordable housing and aging in place.	

Administrative Information

FY Performance Plan Department of Housing and Community Development FY2017 **Record ID#** 268

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FY2016 DHCD (DBO) Budget vs Actuals

Program Code 3	GAAP Category	BUDGET	EXPENDITURE	VARIANCE	COMMENTS
1010-PERSONNEL	PS COSTS	245,032.27	184,842.02	60,190.25	PS costs less than budgeted due to lapse salary or vacancy
	NPS COSTS	1,150,000.00	0.00	1,150,000.00	Unused budget for Resource Management system; delayed until out years due to admin cap restrictions
1010-PERSONNEL - Total		1,395,032.27	184,842.02	1,210,190.25	
1015-TRAINING AND EMPLOYEE DEVELOPMENT	PS COSTS	231,146.89	457,281.87	(226,134.98)	Reprogramming to cover cost not executed; cost absorbed by Agy PS funding sources
	NPS COSTS	367,571.70	58,672.16	308,899.54	Travel & training opportunities were less than anticipated due to admin cap constraints.
1015-TRAINING AND EMPLOYEE DEVELOPMENT - Total		598,718.59	515,954.03	82,764.56	
1030-PROPERTY MANAGEMENT	PS COSTS	222,441.24	84,188.24	138,253.00	PS costs less than budgeted due to lapse salary or vacancy
	NPS COSTS	5,790,837.09	2,078,947.47	3,711,889.62	Contractual services, Fixed Costs and equipment expenditures were less than anticipated
1030-PROPERTY MANAGEMENT - Total		6,013,278.33	2,163,135.71	3,850,142.62	
1040-INFORMATION TECHNOLOGY	PS COSTS	703,086.94	727,812.79	(24,725.85)	Reprogramming to cover cost not executed; cost absorbed by Agy PS funding sources
	NPS COSTS	1,095,470.59	221,614.86	873,855.73	Unused budget for agency IT refresh; delayed until FY17 due to admin cap restrictions
1040-INFORMATION TECHNOLOGY - Total		1,798,557.53	949,427.65	849,129.88	
1050-FINANCIAL MANAGEMENT	NPS COSTS	1,489,139.67	159,572.25	1,329,567.42	Unused budget for office renovations; delayed until out years due to admin cap restrictions
1050-FINANCIAL MANAGEMENT - Total		1,489,139.67	159,572.25	1,329,567.42	
1060-LEGAL	PS COSTS	1,852,858.66	1,524,066.61	328,792.05	PS costs less than budgeted due to lapse salary or vacancy
1060-LEGAL - Total		1,852,858.66	1,524,066.61	328,792.05	
1070-FLEET MANAGEMENT	NPS COSTS	0.00	0.01	(0.01)	
1070-FLEET MANAGEMENT - Total		0.00	0.01	(0.01)	
1080-COMMUNICATIONS	PS COSTS	641,829.59	578,091.39	63,738.20	PS costs not reclassified to Prog 1085; absorbed by Agy PS funding sources
	NPS COSTS	954,039.18	13,781.52	940,257.66	Unused budget for agency online application; delayed until years due to admin cap restrictions
1080-COMMUNICATIONS - Total		1,595,868.77	591,872.91	1,003,995.86	
1085-CUSTOMER SERVICE	PS COSTS	60,928.96	(141.40)	61,070.36	PS costs not reclassified from Prog 1085; absorbed by Agy PS funding sources
1085-CUSTOMER SERVICE - Total		60,928.96	(141.40)	61,070.36	
1087-LANGUAGE ACCESS	NPS COSTS	5,000.00	0.00	5,000.00	Cost absorbed by Prog 1030
1087-LANGUAGE ACCESS - Total		5,000.00	0.00	5,000.00	
1090-PERFORMANCE MANAGEMENT	PS COSTS	2,045,824.95	2,040,911.49	4,913.46	PS costs less than budgeted due to lapse salary or vacancy
	NPS COSTS	0.00	0.00	0.00	Unused budget for community outreach; delayed until years due to admin cap restrictions
1090-PERFORMANCE MANAGEMENT - Total		2,045,824.95	2,040,911.49	4,913.46	
110F-BUDGET OPERATIONS	PS COSTS	1,036,045.86	737,838.08	298,207.78	PS costs less than budgeted due to lapse salary or vacancy
110F-BUDGET OPERATIONS - Total		1,036,045.86	737,838.08	298,207.78	

FY2016 DHCD (DBO) Budget vs Actuals

Program Code 3	GAAP Category	BUDGET	EXPENDITURE	VARIANCE	COMMENTS
120F-ACCOUNTING OPERATIONS	PS COSTS	553,723.16	453,542.87	100,180.29	PS costs less than budgeted due to lapse salary or vacancy
120F-ACCOUNTING OPERATIONS	- Total	553,723.16	453,542.87	100,180.29	
130F-FISCAL OFFICER	PS COSTS	185,245.15	107,909.27	77,335.88	PS costs not reclassified; absorbed by Agy PS funding sources
	NPS COSTS	438,000.00	16,205.13	421,794.87	Unused budget for IT equipment, office and cluster support; delayed until years due to admin cap restrictions
130F-FISCAL OFFICER	- Total	623,245.15	124,114.40	499,130.75	
2010-AFFORDABLE HOUSING PROJECT FINANCING	PS COSTS	1,894,127.42	1,892,721.12	1,406.30	PS costs less than budgeted due to lapse salary or vacancy
	NPS COSTS	235,206,908.56	100,565,528.79	134,641,379.77	Unspent budget for committed multi-family projects; amount carries forward in Fund Balance for multi-year construction draws
2010-AFFORDABLE HOUSING PROJECT FINANCING	- Total	237,101,035.98	102,458,249.91	134,642,786.07	
2015-COMMUNITY FACILITIES PROJECT FINANCING	NPS COSTS	334,013.17	289,013.17	45,000.00	Unspent budget for committed multi-family projects; amount carries forward in Fund Balance for multi-year construction draws
2015-COMMUNITY FACILITIES PROJECT FINANCING	- Total	334,013.17	289,013.17	45,000.00	
3010-NEIGHBORHOOD BASED ACTIVITIES	PS COSTS	1,019,666.67	1,043,689.58	(24,022.91)	PS costs less than budgeted due to lapse salary or vacancy
	NPS COSTS	4,639,060.09	4,631,472.29	7,587.80	Unspent budget for sub-grant awards; work not completed
3010-NEIGHBORHOOD BASED ACTIVITIES	- Total	5,658,726.76	5,675,161.87	(16,435.11)	
3015-SMALL BUSINESS TECHNICAL ASSISTANCE	PS COSTS	1,427.70	1,427.70	0.00	PS costs less than budgeted due to lapse salary or vacancy
	NPS COSTS	2,604,597.10	2,604,597.10	0.00	Unspent budget for sub-grant awards; work not completed
3015-SMALL BUSINESS TECHNICAL ASSISTANCE	- Total	2,606,024.80	2,606,024.80	0.00	
3020-COMMUNITY SERVICES - COMM REVITALIZATION	NPS COSTS	1,383,411.55	1,322,906.09	60,505.46	Federal grant funds unspent for multi-year sub-grant awards; funds carried forward to FY17
3020-COMMUNITY SERVICES - COMM REVITALIZATION	- Total	1,383,411.55	1,322,906.09	60,505.46	
3030-RESIDENTIAL SERVICES - HPAP	PS COSTS	276,003.29	260,886.49	15,116.80	PS costs not reclassified to Prog 3050; absorbed by Agy PS funding sources
	NPS COSTS	8,652,665.53	8,727,686.49	(75,020.96)	Federal grant funds unspent for multi-year sub-grant awards; funds carried forward to FY17
3030-RESIDENTIAL SERVICES - HPAP	- Total	8,928,668.82	8,988,572.98	(59,904.16)	
3035-RESIDENTIAL SERVICES - NEAHP	NPS COSTS	225,000.00	225,000.00	0.00	
3035-RESIDENTIAL SERVICES - NEAHP	- Total	225,000.00	225,000.00	0.00	
3040-RESIDENTIAL SERVICES - EAHP	NPS COSTS	960,000.00	930,000.00	30,000.00	Unspent budget; non-lapsing
3040-RESIDENTIAL SERVICES - EAHP	- Total	960,000.00	930,000.00	30,000.00	
3050-RESIDENTIAL SERVICES - LEAD SAFE WASHING	PS COSTS	649,730.06	581,933.97	67,796.09	PS costs less than budgeted due to lapse salary or vacancy
	NPS COSTS	1,601,807.21	1,527,423.41	74,383.60	Federal grant funds unspent for multi-year sub-grant awards; funds carried forward to FY17
3050-RESIDENTIAL SERVICES - LEAD SAFE WASHING	- Total	2,251,537.27	2,109,357.58	142,179.69	

FY2016 DHCD (DBO) Budget vs Actuals

Program Code 3	GAAP Category	BUDGET	EXPENDITURE	VARIANCE	COMMENTS
3060-RESIDENTIAL SERVICES - SINGLE FAM REHAB	PS COSTS	650,782.36	509,810.88	140,971.48	PS costs less than budgeted due to lapse salary or vacancy
	NPS COSTS	2,345,000.00	1,575,923.61	769,076.39	Federal grant funds unspent for multi-year sub-grant awards; funds carried forward to FY17
3060-RESIDENTIAL SERVICES - SINGLE FAM REHAB - Total		2,995,782.36	2,085,734.49	910,047.87	
4120-PROPERTY ACQUISITION	PS COSTS	817,819.08	821,043.74	(3,224.66)	Reprogramming to cover cost not executed; cost absorbed by Agy PS funding sources
	NPS COSTS	9,453,875.84	8,588,958.11	864,917.73	Unspent budget for acquisitions; SPR amount carries forward in Fund Balance
4120-PROPERTY ACQUISITION - Total		10,271,694.92	9,410,001.85	861,693.07	
4130-PROPERTY DISPOSITION	NPS COSTS	300,000.00	89,492.89	210,507.11	Unspent budget for acquisitions; SPR amount carries forward in Fund Balance
4130-PROPERTY DISPOSITION - Total		300,000.00	89,492.89	210,507.11	
4140-PROPERTY MANAGEMENT	NPS COSTS	33,543.80	12,503.03	21,040.77	Unspent budget for acquisitions; SPR amount carries forward in Fund Balance
4140-PROPERTY MANAGEMENT - Total		33,543.80	12,503.03	21,040.77	
4510-PORTFOLIO AND ASSET MANAGEMENT	PS COSTS	1,045,400.68	1,079,363.10	(33,962.42)	Absorbed by Agy PS funding sources
	NPS COSTS	4,156,309.68	1,639,816.71	2,516,492.97	Unused budget for asset management system; delayed until FY17 due to admin cap restrictions
4510-PORTFOLIO AND ASSET MANAGEMENT - Total		5,201,710.36	2,719,179.81	2,482,530.55	
7010-CONTRACT COMPLIANCE	PS COSTS	786,664.96	756,922.34	29,742.62	PS costs less than budgeted due to lapse salary or vacancy
	NPS COSTS	324,390.50	8,955.50	315,435.00	Unused budget for training; delayed until FY17 due to admin cap restrictions
7010-CONTRACT COMPLIANCE - Total		1,111,055.46	765,877.84	345,177.62	
7020-QUALITY ASSURANCE	PS COSTS	718,515.11	723,758.56	(5,243.45)	PS costs not reclassified to Prog 7010; absorbed by Agy PS funding sources
7020-QUALITY ASSURANCE - Total		718,515.11	723,758.56	(5,243.45)	
8110-RENTAL CONVERSION AND SALES DIVISION	PS COSTS	672,871.48	654,010.17	18,861.31	PS costs less than budgeted due to lapse salary or vacancy
	NPS COSTS	96,080.00	53,564.95	42,515.05	Unused budget for cancelled contract; online service delayed until FY17 due to admin cap restrictions
8110-RENTAL CONVERSION AND SALES DIVISION - Total		768,951.48	707,575.12	61,376.36	
8120-HOUSING RESOURCE CENTER	NPS COSTS	26,355.78	26,355.78	0.00	
8120-HOUSING RESOURCE CENTER - Total		26,355.78	26,355.78	0.00	
8130-INCLUSIONARY ZONING PROGRAM	PS COSTS	398,283.11	446,190.51	(47,907.40)	Reprogramming to cover cost not executed; cost absorbed by Agy PS funding sources
8130-INCLUSIONARY ZONING PROGRAM - Total		398,283.11	446,190.51	(47,907.40)	
8140-RENTAL ACCOMMODATIONS DIVISION	PS COSTS	773,176.93	765,455.75	7,721.18	PS costs less than budgeted due to lapse salary or vacancy
	NPS COSTS	63,360.00	12,396.00	50,964.00	Unused budget for cancelled contract; online service delayed until FY17 due to admin cap restrictions
8140-RENTAL ACCOMMODATIONS DIVISION - Total		836,536.93	777,851.75	58,685.18	
9110-RENTAL HOUSING COMMISSION	PS COSTS	800,329.81	697,777.96	102,551.85	PS costs less than budgeted due to lapse salary or vacancy

FY2016 DHCD (DBO) Budget vs Actuals

Program Code 3	GAAP Category	BUDGET	EXPENDITURE	VARIANCE	COMMENTS
	NPS COSTS	8,434.10	8,434.10	0.00	
9110-RENTAL HOUSING COMMISSION	- Total	808,763.91	706,212.06	102,551.85	
Overall - Total		301,987,833.47	152,329,796.51	149,895,221.94	

FY2017 DHCD (DBO) BUDGET vs ACTUALS (YTD)

Program Code 3	GAAP Category	BUDGET	EXPENDITURE	VARIANCE	COMMENTS
1010-PERSONNEL	PS COSTS	220,458.8	86,700.79	133,758.01	Costs to be incurred throughout the year
	NPS COSTS	40,934.37	0	40,934.37	Costs to be incurred throughout the year
1010-PERSONNEL - Total		261,393.17	86,700.79	174,692.38	
1015-TRAINING AND EMPLOYEE DEVELOPMENT	PS COSTS	153,968.64	52,601.45	101,367.19	Costs to be incurred throughout the year
	NPS COSTS	501,345.46	9,029.86	492,315.6	Costs to be incurred throughout the year
1015-TRAINING AND EMPLOYEE DEVELOPMENT - Total		655,314.1	61,631.31	593,682.79	
1030-PROPERTY MANAGEMENT	PS COSTS	359,319.67	120,107.88	239,211.79	Costs to be incurred throughout the year
	NPS COSTS	3,800,082.39	985,116.42	2,814,965.97	Costs to be incurred throughout the year
1030-PROPERTY MANAGEMENT - Total		4,159,402.06	1,105,224.3	3,054,177.76	
1040-INFORMATION TECHNOLOGY	PS COSTS	757,007.62	273,535.97	483,471.65	Costs to be incurred throughout the year
	NPS COSTS	433,301.54	110,248.59	323,052.95	Costs to be incurred throughout the year
1040-INFORMATION TECHNOLOGY - Total		1,190,309.16	383,784.56	806,524.6	
1050-FINANCIAL MANAGEMENT	NPS COSTS	51,000	16,000	35,000	Costs to be incurred throughout the year
1050-FINANCIAL MANAGEMENT - Total		51,000	16,000	35,000	
1060-LEGAL	PS COSTS	1,859,057.65	532,112.84	1,326,944.81	Costs to be incurred throughout the year
	NPS COSTS	290,000	0	290,000	Costs to be incurred throughout the year
1060-LEGAL - Total		2,149,057.65	532,112.84	1,616,944.81	
1070-FLEET MANAGEMENT	NPS COSTS	8,302.19	802.3	7,499.89	Costs to be incurred throughout the year
1070-FLEET MANAGEMENT - Total		8,302.19	802.3	7,499.89	
1080-COMMUNICATIONS	PS COSTS	608,550.2	203,839.92	404,710.28	Costs to be incurred throughout the year
	NPS COSTS	665,627.3	0	665,627.3	Costs to be incurred throughout the year
1080-COMMUNICATIONS - Total		1,274,177.5	203,839.92	1,070,337.58	
1085-CUSTOMER SERVICE	PS COSTS	118,212.78	39,872.81	78,339.97	Costs to be incurred throughout the year
1085-CUSTOMER SERVICE - Total		118,212.78	39,872.81	78,339.97	
1087-LANGUAGE ACCESS	NPS COSTS	5,000	0	5,000	Costs to be incurred throughout the year
1087-LANGUAGE ACCESS - Total		5,000	0	5,000	
1090-PERFORMANCE MANAGEMENT	PS COSTS	2,713,830.03	642,996.79	2,070,833.24	Costs to be incurred throughout the year
	NPS COSTS	307,902.75	46,130.08	261,772.67	Costs to be incurred throughout the year
1090-PERFORMANCE MANAGEMENT - Total		3,021,732.78	689,126.87	2,332,605.91	
110F-BUDGET OPERATIONS	PS COSTS	789,555.73	191,239.94	598,315.79	Costs to be incurred throughout the year
110F-BUDGET OPERATIONS - Total		789,555.73	191,239.94	598,315.79	
120F-ACCOUNTING OPERATIONS	PS COSTS	679,260.48	198,176.75	481,083.73	Costs to be incurred throughout the year
120F-ACCOUNTING OPERATIONS - Total		679,260.48	198,176.75	481,083.73	
130F-FISCAL OFFICER	PS COSTS	202,068.43	62,586.23	139,482.2	Costs to be incurred throughout the year
	NPS COSTS	52,500	1,722.12	50,777.88	Costs to be incurred throughout the year
130F-FISCAL OFFICER - Total		254,568.43	64,308.35	190,260.08	
2010-AFFORDABLE HOUSING PROJECT FINANCING	PS COSTS	2,140,066.46	714,478.18	1,425,588.28	Costs to be incurred throughout the year
	NPS COSTS	173,129,489.48	11,298,356.9	161,831,132.58	Costs to be incurred throughout the year
2010-AFFORDABLE HOUSING PROJECT FINANCING - Total		175,269,555.94	12,012,835.08	163,256,720.86	
2015-COMMUNITY FACILITIES PROJECT FINANCING	NPS COSTS	45,000	17,988.23	27,011.77	Costs to be incurred throughout the year
2015-COMMUNITY FACILITIES PROJECT FINANCING - Total		45,000	17,988.23	27,011.77	
2020-TENANT OPPORTUNITY TO PURCHASE ASSIST	PS COSTS	53,265	0	53,265	Costs to be incurred throughout the year
	NPS COSTS	490,945	0	490,945	Costs to be incurred throughout the year
2020-TENANT OPPORTUNITY TO PURCHASE ASSIST - Total		544,210	0	544,210	

FY2017 DHCD (DBO) BUDGET vs ACTUALS (YTD)

Program Code 3	GAAP Category	BUDGET	EXPENDITURE	VARIANCE	COMMENTS
2025-PRESERVATION FINANCING	NPS COSTS	10,000,000	0	10,000,000	Costs to be incurred throughout the year
2025-PRESERVATION FINANCING - Total		10,000,000	0	10,000,000	
3010-NEIGHBORHOOD-BASED ACTIVITIES	PS COSTS	1,154,139.62	35,948.311	794,656.51	Costs to be incurred throughout the year
	NPS COSTS	7,450,000	75,000	7,375,000	Costs to be incurred throughout the year
3010-NEIGHBORHOOD-BASED ACTIVITIES - Total		8,604,139.62	432,025.36	8,172,114.26	
3015-SMALL BUSINESS TECHNICAL ASSISTANCE	PS COSTS	0	-2,194.53	2,194.53	Costs to be reclassified to Prog 3010
	NPS COSTS	3,000,000	112,192.47	2,887,807.53	Costs to be incurred throughout the year
3015-SMALL BUSINESS TECHNICAL ASSISTANCE - Total		3,000,000	109,997.94	2,890,002.06	
3020-COMMUNITY SERVICES - COMM REVITALIZATION	NPS COSTS	3,000,000	0	3,000,000	Costs to be incurred throughout the year
3020-COMMUNITY SERVICES - COMM REVITALIZATION - Total		3,000,000	0	3,000,000	
3030-RESIDENTIAL SERVICES - HPAP	PS COSTS	471,784.4	132,772.83	339,011.57	Costs to be incurred throughout the year
	NPS COSTS	17,073,192.59	3,843,678.6	13,229,513.99	Costs to be incurred throughout the year
3030-RESIDENTIAL SERVICES - HPAP - Total		17,544,976.99	3,976,451.43	13,568,525.56	
3035-RESIDENTIAL SERVICES - NEAHP	NPS COSTS	245,537.37	0	245,537.37	Costs to be incurred throughout the year
3035-RESIDENTIAL SERVICES - NEAHP - Total		245,537.37	0	245,537.37	
3040-RESIDENTIAL SERVICES - EAHP	NPS COSTS	100,000	92,500	7,500	Costs to be incurred throughout the year
3040-RESIDENTIAL SERVICES - EAHP - Total		100,000	92,500	7,500	
3050-RESIDENTIAL SERVICES - LEAD SAFE WASHING	PS COSTS	1,251,879.95	205,168.12	1,046,711.83	Costs to be incurred throughout the year
	NPS COSTS	4,514,601	405,235.55	4,109,365.45	Costs to be incurred throughout the year
3050-RESIDENTIAL SERVICES - LEAD SAFE WASHING - Total		5,766,480.95	610,403.67	5,156,077.28	
3060-RESIDENTIAL SERVICES - SINGLE FAM REHAB	PS COSTS	559,249.8	175,995.84	383,253.96	Costs to be incurred throughout the year
	NPS COSTS	2,371,766.81	729,137.64	1,642,629.17	Costs to be incurred throughout the year
3060-RESIDENTIAL SERVICES - SINGLE FAM REHAB - Total		2,931,016.61	905,133.48	2,025,883.13	
4120-PROPERTY ACQUISITION	PS COSTS	956,286.75	268,818.98	687,467.77	Costs to be incurred throughout the year
	NPS COSTS	6,227,732	4,751,048.05	1,476,683.95	Costs to be incurred throughout the year
4120-PROPERTY ACQUISITION - Total		7,184,018.75	5,019,867.03	2,164,151.72	
4130-PROPERTY DISPOSITION	NPS COSTS	1,814,681.5	-286,706.48	2,101,387.98	Costs to be incurred throughout the year
4130-PROPERTY DISPOSITION - Total		1,814,681.5	-286,706.48	2,101,387.98	
4140-PROPERTY MANAGEMENT	NPS COSTS	280,636.97	24,194.52	256,442.45	Costs to be incurred throughout the year
4140-PROPERTY MANAGEMENT - Total		280,636.97	24,194.52	256,442.45	
4150-VACANT AND BLIGHTED PROGRAM	NPS COSTS	3,586,091.43	1,020,251.27	2,565,840.16	Costs to be incurred throughout the year
4150-VACANT AND BLIGHTED PROGRAM - Total		3,586,091.43	1,020,251.27	2,565,840.16	
4510-PORTFOLIO AND ASSET MANAGEMENT	PS COSTS	1,299,298.52	395,608.99	903,689.53	Costs to be incurred throughout the year
	NPS COSTS	3,997,136.04	997,171.36	2,999,964.68	Costs to be incurred throughout the year
4510-PORTFOLIO AND ASSET MANAGEMENT - Total		5,296,434.56	1,392,780.35	3,903,654.21	
7010-CONTRACT COMPLIANCE	PS COSTS	969,792.74	219,469.93	750,322.81	Costs to be incurred throughout the year
	NPS COSTS	90,000	0	90,000	Costs to be incurred throughout the year
7010-CONTRACT COMPLIANCE - Total		1,059,792.74	219,469.93	840,322.81	
7020-QUALITY ASSURANCE	PS COSTS	807,821.56	247,119.2	560,702.36	Costs to be incurred throughout the year
7020-QUALITY ASSURANCE - Total		807,821.56	247,119.2	560,702.36	
8110-RENTAL CONVERSION AND SALES DIVISION	PS COSTS	732,024.62	242,141.67	489,882.95	Costs to be incurred throughout the year
	NPS COSTS	76,700	3,611.64	73,088.36	Costs to be incurred throughout the year
8110-RENTAL CONVERSION AND SALES DIVISION - Total		808,724.62	245,753.31	562,971.31	
8120-HOUSING RESOURCE CENTER	NPS COSTS	20,735.78	0	20,735.78	Costs to be incurred throughout the year

FY2017 DHCD (DB0) BUDGET vs ACTUALS (YTD)

Program Code 3	GAAP Category	BUDGET	EXPENDITURE	VARIANCE	COMMENTS
8120-HOUSING RESOURCE CENTER					
- Total		20,735.78	0	20,735.78	
8130-INCLUSIONARY ZONING PROGRAM	PS COSTS	596,720.93	167,289.89	429,431.04	Costs to be incurred throughout the year
8130-INCLUSIONARY ZONING PROGRAM					
- Total		596,720.93	167,289.89	429,431.04	
8140-RENTAL ACCOMMODATIONS DIVISION	PS COSTS	824,060.95	235,973.11	588,087.84	Costs to be incurred throughout the year
	NPS COSTS	51,200	0	51,200	Costs to be incurred throughout the year
8140-RENTAL ACCOMMODATIONS DIVISION					
- Total		875,260.95	235,973.11	639,287.84	
9110-RENTAL HOUSING COMMISSION	PS COSTS	1,001,390.21	281,174.02	720,216.19	Costs to be incurred throughout the year
	NPS COSTS	36,738.44	0	36,738.44	Costs to be incurred throughout the year
9110-RENTAL HOUSING COMMISSION					
- Total		1,038,128.65	281,174.02	756,954.63	
Overall - Total		264,864,392.32	30,299,754.83	234,564,637.49	

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
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T Code	Cur Doc No	Program Code 2 Title	Program Code 3 Title	Transaction Description	2016	2017
017	AORMW125	PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	REPROGRAM TO SBTA (3015)	(1,294,000.00)	
		RESIDENTIAL AND COMMUNITY SERVICE DIV	SMALL BUSINESS TECHNICAL ASSISTANCE	REPROGRAM FM OPM (7010)	1,294,000.00	
	AORMW125 Total				-	
	AORMW380	AGENCY MANAGEMENT PROGRAM	FINANCIAL MANAGEMENT	REPROGRAM TO SINGLE FAMILY	(1,400,000.00)	
		RESIDENTIAL AND COMMUNITY SERVICE DIV	RESIDENTIAL SERVICES - SINGLE FAM REHAB	REPROGRAM TO SINGLE FAMILY	1,400,000.00	
	AORMW380 Total				-	
	AORMW439	DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	MOVE CDBG FUNDS TO PADD	(6,000,000.00)	
			COMMUNITY FACILITIES PROJECT FINANCING	MOVE CDBG FUNDS TO PADD	(6,000,000.00)	
		PROPERTY ACQUISITION & DISPOSITION DIV	PROPERTY ACQUISITION	MOVE CDBG FUNDS TO PADD	12,000,000.00	
	AORMW439 Total				-	
	AORMW750	DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	REPROGRAM TO 3060 & 4120	(2,700,000.00)	
		PROPERTY ACQUISITION & DISPOSITION DIV	PROPERTY ACQUISITION	REPROGRAM TO 3060 & 4120	2,000,000.00	
		RESIDENTIAL AND COMMUNITY SERVICE DIV	RESIDENTIAL SERVICES - SINGLE FAM REHAB	REPROGRAM TO 3060 & 4120	700,000.00	
	AORMW750 Total				-	
	AORMW755	AGENCY MANAGEMENT PROGRAM	FINANCIAL MANAGEMENT	REPROGRAM BUDGET FM 1010/1050	(1,200,000.00)	
			PERSONNEL	REPROGRAM BUDGET FM 1010/1050	(1,200,000.00)	
		RESIDENTIAL AND COMMUNITY SERVICE DIV	RESIDENTIAL SERVICES - LEAD SAFE WASHING	REPROGRAM BUDGET FM 1010/1050	2,400,000.00	
	AORMW755 Total				-	
	APDEB761	DEVELOPMENT FINANCE DIVISION	COMMUNITY FACILITIES PROJECT FINANCING	REPROGRAMMING DFD TO PADD	(100,000.00)	
		PROPERTY ACQUISITION & DISPOSITION DIV	PROPERTY ACQUISITION	REPROGRAMMING DFD TO PADD	100,000.00	
	APDEB761 Total				-	
	APDEB762	AGENCY FINANCIAL OPERATIONS	ACCOUNTING OPERATIONS	REPROGRAM PS	238,535.76	
			BUDGET OPERATIONS	REPROGRAM PS	286,470.00	
			FISCAL OFFICER	REPROGRAM PS	74,630.20	
		DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	REPROGRAM PS	168,993.28	
		PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	REPROGRAM PS	(484,660.78)	
				(blank)	(82,056.28)	
			QUALITY ASSURANCE	REPROGRAM PS	(201,912.18)	
	APDEB762 Total				(0.00)	
	APDEB764	AGENCY FINANCIAL OPERATIONS	ACCOUNTING OPERATIONS	(blank)	305,559.48	
			BUDGET OPERATIONS	(blank)	190,493.34	
			FISCAL OFFICER	(blank)	94,824.92	
		AGENCY MANAGEMENT PROGRAM	LEGAL	REPROGRAM PS	(1,259,568.70)	
				(blank)	(386,589.92)	
			PERFORMANCE MANAGEMENT	(blank)	(56,449.58)	
		DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	REPROGRAM PS	2,118,975.52	
				(blank)	(556,021.18)	
		PORTFOLIO AND ASSET MANAGEMENT DIVISION	PORTFOLIO AND ASSET MANAGEMENT	(blank)	241,316.68	
		PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	(blank)	(46,990.74)	
			QUALITY ASSURANCE	(blank)	164,547.66	
		RESIDENTIAL AND COMMUNITY SERVICE DIV	NEIGHBORHOOD BASED ACTIVITIES	REPROGRAM PS	535,196.76	
				(blank)	(690,917.72)	
			RESIDENTIAL SERVICES - HPAP	(blank)	(654,376.52)	
	APDEB764 Total				0.00	
	APDEB765	DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	REPROGRAM CSG 41 TO 50	(138,211,884.30)	
				REPROGRAM FROM CSG 41 TO 50	138,211,884.30	
	APDEB765 Total				-	
	APJLR502	DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	MOVE 10M DFD/CDBG 0506 TO 0524	(800,000.00)	
		RESIDENTIAL AND COMMUNITY SERVICE DIV	NEIGHBORHOOD BASED ACTIVITIES	400K CDBG 0506 TO NBA 0506	800,000.00	
	APJLR502 Total				-	
APJLR650	AGENCY FINANCIAL OPERATIONS	ACCOUNTING OPERATIONS	HPTF COVER PS REMAINDER OF FY	(815,265.42)		
		BUDGET OPERATIONS	HPTF COVER PS REMAINDER OF FY	(357,488.18)		
		FISCAL OFFICER	HPTF COVER PS REMAINDER OF FY	(188,204.20)		
	AGENCY MANAGEMENT PROGRAM	COMMUNICATIONS	HPTF COVER PS REMAINDER OF FY	18,210.20		
		FINANCIAL MANAGEMENT	HPTF COVER PS REMAINDER OF FY	(800,000.00)		
		INFORMATION TECHNOLOGY	HPTF COVER PS REMAINDER OF FY	800,000.00		
		LEGAL	HPTF COVER PS REMAINDER OF FY	1,530,939.40		
		PERFORMANCE MANAGEMENT	HPTF COVER PS REMAINDER OF FY	410,811.54		

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017	APJLR650	DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	HPTF COVER PS REMAINDER OF FY	(1,039,941.34)		
		HOUSING REGULATION ADMINISTRATION	INCLUSIONARY ZONING PROGRAM	HPTF COVER PS REMAINDER OF FY	78,347.26		
			RENTAL ACCOMMODATIONS DIVISION	HPTF COVER PS REMAINDER OF FY	(151,789.24)		
		PORTFOLIO AND ASSET MANAGEMENT DIVISION	PORTFOLIO AND ASSET MANAGEMENT	HPTF COVER PS REMAINDER OF FY	(603,485.98)		
		PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	HPTF COVER PS REMAINDER OF FY	840,699.70		
			QUALITY ASSURANCE	HPTF COVER PS REMAINDER OF FY	32,369.48		
		PROPERTY ACQUISITION & DISPOSITION DIV	PROPERTY ACQUISITION	HPTF COVER PS REMAINDER OF FY	(123,044.82)		
		RESIDENTIAL AND COMMUNITY SERVICE DIV	NEIGHBORHOOD BASED ACTIVITIES	HPTF COVER PS REMAINDER OF FY	128,318.44		
			RESIDENTIAL SERVICES - LEAD SAFE WASHING	HPTF COVER PS REMAINDER OF FY	264,244.46		
			RESIDENTIAL SERVICES - SINGLE FAM REHAB	HPTF COVER PS REMAINDER OF FY	(24,721.30)		
		APJLR650 Total				0.00	
		APRMW009	DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	REPROGRAM TO PADD FM DFD		(400,000.00)
			PROPERTY ACQUISITION AND DISPOSITION DIV	PROPERTY ACQUISITION	REPROGRAM TO PADD FM DFD		400,000.00
		APRMW009 Total					
		APRMW022	AGENCY MANAGEMENT	COMMUNICATIONS	MOVE ADMIN COST TO PROJ. DEL.		(10,000.00)
				FLEET MANAGEMENT	MOVE ADMIN COST TO PROJ. DEL.		(48,318.46)
				INFORMATION TECHNOLOGY	MOVE ADMIN COST TO PROJ. DEL.		(54,676.72)
				PROPERTY MANAGEMENT	MOVE ADMIN COST TO PROJ. DEL.		(51,505.20)
				TRAINING AND EMPLOYEE DEVELOPMENT	MOVE ADMIN COST TO PROJ. DEL.		(42,937.80)
			DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	MOVE ADMIN COST TO PROJ. DEL.		207,438.18
		APRMW022 Total					
	APRMW031	AGENCY MANAGEMENT	COMMUNICATIONS	RECLASS ADMIN TO PROJ. DEL.		(10,000.00)	
			FLEET MANAGEMENT	RECLASS ADMIN TO PROJ. DEL.		(13,106.42)	
			INFORMATION TECHNOLOGY	RECLASS ADMIN TO PROJ. DEL.		(49,668.00)	
			LANGUAGE ACCESS	RECLASS ADMIN TO PROJ. DEL.		(30,000.00)	
			PROPERTY MANAGEMENT	RECLASS ADMIN TO PROJ. DEL.		(27,395.88)	
			TRAINING AND EMPLOYEE DEVELOPMENT	RECLASS ADMIN TO PROJ. DEL.		(29,600.00)	
		DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	RECLASS ADMIN TO PROJ. DEL.		159,770.30	
	APRMW031 Total						
	APRMW035	AGENCY FINANCIAL OPERATIONS	FISCAL OFFICER	RECLASS ADMIN TO PROJ. DEL.		(205,900.00)	
		AGENCY MANAGEMENT	COMMUNICATIONS	RECLASS ADMIN TO PROJ. DEL.		(1,702,072.66)	
			FINANCIAL MANAGEMENT	RECLASS ADMIN TO PROJ. DEL.		(3,346,279.34)	
			INFORMATION TECHNOLOGY	RECLASS ADMIN TO PROJ. DEL.		(458,080.98)	
			LANGUAGE ACCESS	RECLASS ADMIN TO PROJ. DEL.		(10,000.00)	
			PROPERTY MANAGEMENT	RECLASS ADMIN TO PROJ. DEL.		(23,386.42)	
			TRAINING AND EMPLOYEE DEVELOPMENT	RECLASS ADMIN TO PROJ. DEL.		(500,000.00)	
		DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	RECLASS ADMIN TO PROJ. DEL.		7,090,718.80	
		PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	RECLASS ADMIN TO PROJ. DEL.		(830,000.00)	
		RESIDENTIAL AND COMMUNITY SERVICE DIV	RESIDENTIAL SERVICES - LEAD SAFE WASHING	RECLASS ADMIN TO PROJ. DEL.		118,918.78	
			RESIDENTIAL SERVICES - SINGLE FAM REHAB	RECLASS ADMIN TO PROJ. DEL.		(133,918.18)	
	APRMW035 Total					(0.00)	
	APRMW040	DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	MOVE TO PADD (4120 & 4150)		(1,000,000.00)	
			COMMUNITY FACILITIES PROJECT FINANCING	MOVE TO PADD (4120 & 4150)		(7,000,000.00)	
		PROPERTY ACQUISITION AND DISPOSITION DIV	PROPERTY ACQUISITION	MOVE TO PADD (4120 & 4150)		8,600,000.00	
			VACANT AND BLIGHTED PROGRAM	MOVE TO PADD (4120 & 4150)		400,000.00	
		RESIDENTIAL AND COMMUNITY SERVICE DIV	RESIDENTIAL SERVICES - HPAP	MOVE TO PADD (4120 & 4150)		(1,000,000.00)	
	APRMW040 Total						
	APRMW124	RESIDENTIAL AND COMMUNITY SERVICE DIV	NEIGHBORHOOD BASED ACTIVITIES	REPROGRAM TO SFRRP (3060)		(270,000.00)	
			RESIDENTIAL SERVICES - LEAD SAFE WASHING	REPROGRAM TO SFRRP (3060)		(220,000.00)	
			RESIDENTIAL SERVICES - SINGLE FAM REHAB	REPROGRAM TO SFRRP (3060)		490,000.00	
	APRMW124 Total						
	APRMW309	DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	MOVE TO HPAP FOR LOANS		(7,000,000.00)	
		RESIDENTIAL AND COMMUNITY SERVICE DIV	RESIDENTIAL SERVICES - HPAP	MOVE TO HPAP FOR LOANS		7,000,000.00	
	APRMW309 Total						
	APRMW504	AGENCY FINANCIAL OPERATIONS	ACCOUNTING OPERATIONS	REPROGRAM TO COVER DEFICIT	35,410.08		
			BUDGET OPERATIONS	REPROGRAM TO COVER DEFICIT	4,709.94		
			FISCAL OFFICER	REPROGRAM TO COVER DEFICIT	22,711.30		
		AGENCY MANAGEMENT PROGRAM	PERFORMANCE MANAGEMENT	REPROGRAM TO COVER DEFICIT	(221,594.88)		
			PROPERTY MANAGEMENT	REPROGRAM TO COVER DEFICIT	18,418.82		

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017	APRMW504	DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	REPROGRAM TO COVER DEFICIT	4,100,841.34		
		PORTFOLIO AND ASSET MANAGEMENT DIVISION	PORTFOLIO AND ASSET MANAGEMENT	REPROGRAM TO COVER DEFICIT	22,009.60		
		PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	REPROGRAM TO COVER DEFICIT	46,382.08		
		PROPERTY ACQUISITION & DISPOSITION DIV	PROPERTY ACQUISITION	REPROGRAM TO COVER DEFICIT	(4,080,639.44)		
		RESIDENTIAL AND COMMUNITY SERVICE DIV	NEIGHBORHOOD BASED ACTIVITIES	REPROGRAM TO COVER DEFICIT	44,994.82		
			SMALL BUSINESS TECHNICAL ASSISTANCE	REPROGRAM TO COVER DEFICIT	6,756.34		
		APRMW504 Total			(0.00)		
		APRMW505	AGENCY FINANCIAL OPERATIONS	BUDGET OPERATIONS	REPROGRAMMING TO COVER DEFIC	39,496.40	
			AGENCY MANAGEMENT PROGRAM	PROPERTY MANAGEMENT	REPROGRAMMING TO COVER DEFIC	7,848.88	
			DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	REPROGRAMMING TO COVER DEFIC	639.50	
			PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	REPROGRAMMING TO COVER DEFIC	(93,172.42)	
				QUALITY ASSURANCE	REPROGRAMMING TO COVER DEFIC	45,187.64	
		APRMW505 Total			-		
		APRMW507	AGENCY MANAGEMENT PROGRAM	COMMUNICATIONS	REPROGRAM TO COVER DEFICITS.	(63,000.00)	
				LEGAL	REPROGRAM TO COVER DEFICITS.	72,989.26	
				PERFORMANCE MANAGEMENT	REPROGRAM TO COVER DEFICITS.	(255,769.22)	
				PROPERTY MANAGEMENT	REPROGRAM TO COVER DEFICITS.	96,875.44	
			DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	REPROGRAM TO COVER DEFICITS.	7,326.20	
			HOUSING REGULATION ADMINISTRATION	INCLUSIONARY ZONING PROGRAM	REPROGRAM TO COVER DEFICITS.	1,214.44	
			PORTFOLIO AND ASSET MANAGEMENT DIVISION	PORTFOLIO AND ASSET MANAGEMENT	REPROGRAM TO COVER DEFICITS.	41,487.46	
			PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	REPROGRAM TO COVER DEFICITS.	(59,367.24)	
				QUALITY ASSURANCE	REPROGRAM TO COVER DEFICITS.	38,930.92	
			PROPERTY ACQUISITION & DISPOSITION DIV	PROPERTY ACQUISITION	REPROGRAM TO COVER DEFICITS.	(76,413.84)	
			RESIDENTIAL AND COMMUNITY SERVICE DIV	NEIGHBORHOOD BASED ACTIVITIES	REPROGRAM TO COVER DEFICITS.	6,321.72	
				RESIDENTIAL SERVICES - LEAD SAFE WASHING	REPROGRAM TO COVER DEFICITS.	35,443.50	
				RESIDENTIAL SERVICES - SINGLE FAM REHAB	REPROGRAM TO COVER DEFICITS.	153,961.36	
		APRMW507 Total			(0.00)		
017 Total					0.00	(0.00)	
018	PADEB761	DEVELOPMENT FINANCE DIVISION	COMMUNITY FACILITIES PROJECT FINANCING	REPROGRAMMING DFD TO PADD	(200,000.00)		
		PROPERTY ACQUISITION & DISPOSITION DIV	PROPERTY ACQUISITION	REPROGRAMMING DFD TO PADD	200,000.00		
		PADEB761 Total			-		
		PADEB762	AGENCY FINANCIAL OPERATIONS	ACCOUNTING OPERATIONS	REPROGRAM PS	477,071.52	
				BUDGET OPERATIONS	REPROGRAM PS	572,940.00	
				FISCAL OFFICER	REPROGRAM PS	149,260.40	
			DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	REPROGRAM PS	337,986.56	
			PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	REPROGRAM PS	(969,321.56)	
					(blank)	(164,112.56)	
				QUALITY ASSURANCE	REPROGRAM PS	(403,824.36)	
		PADEB762 Total			(0.00)		
		PADEB764	AGENCY FINANCIAL OPERATIONS	ACCOUNTING OPERATIONS	(blank)	611,118.96	
				BUDGET OPERATIONS	(blank)	380,986.68	
				FISCAL OFFICER	(blank)	189,649.84	
			AGENCY MANAGEMENT PROGRAM	LEGAL	REPROGRAM PS	(2,519,137.40)	
					(blank)	(773,179.84)	
				PERFORMANCE MANAGEMENT	(blank)	(112,899.16)	
			DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	REPROGRAM PS	4,237,951.04	
					(blank)	(1,112,042.36)	
			PORTFOLIO AND ASSET MANAGEMENT DIVISION	PORTFOLIO AND ASSET MANAGEMENT	(blank)	482,633.36	
			PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	(blank)	(93,981.48)	
				QUALITY ASSURANCE	(blank)	329,095.32	
			RESIDENTIAL AND COMMUNITY SERVICE DIV	NEIGHBORHOOD BASED ACTIVITIES	REPROGRAM PS	1,070,393.52	
					(blank)	(1,381,835.44)	
				RESIDENTIAL SERVICES - HPAP	(blank)	(1,308,753.04)	
		PADEB764 Total			0.00		
		PADEB765	DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	REPROGRAM CSG 41 TO 50	(276,423,768.60)	
				REPROGRAM FROM CSG 41 TO 50	276,423,768.60		
	PADEB765 Total			-			
	PAJLR502	DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	MOVE 10M DFD/CDBG 0506 TO 0524	(1,600,000.00)		
		RESIDENTIAL AND COMMUNITY SERVICE DIV	NEIGHBORHOOD BASED ACTIVITIES	400K CDBG 0506 TO NBA 0506	1,600,000.00		

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018	PAJLR502 Total				-	
	PAJLR650	AGENCY FINANCIAL OPERATIONS	ACCOUNTING OPERATIONS	HPTF COVER PS REMAINDER OF FY	(1,630,530.84)	
			BUDGET OPERATIONS	HPTF COVER PS REMAINDER OF FY	(714,976.36)	
			FISCAL OFFICER	HPTF COVER PS REMAINDER OF FY	(376,408.40)	
		AGENCY MANAGEMENT PROGRAM	COMMUNICATIONS	HPTF COVER PS REMAINDER OF FY	36,420.40	
			FINANCIAL MANAGEMENT	HPTF COVER PS REMAINDER OF FY	(1,600,000.00)	
			INFORMATION TECHNOLOGY	HPTF COVER PS REMAINDER OF FY	1,600,000.00	
			LEGAL	HPTF COVER PS REMAINDER OF FY	3,061,878.80	
			PERFORMANCE MANAGEMENT	HPTF COVER PS REMAINDER OF FY	821,623.08	
		DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	HPTF COVER PS REMAINDER OF FY	(2,079,882.68)	
		HOUSING REGULATION ADMINISTRATION	INCLUSIONARY ZONING PROGRAM	HPTF COVER PS REMAINDER OF FY	156,694.52	
			RENTAL ACCOMMODATIONS DIVISION	HPTF COVER PS REMAINDER OF FY	(303,578.48)	
		PORTFOLIO AND ASSET MANAGEMENT DIVISION	PORTFOLIO AND ASSET MANAGEMENT	HPTF COVER PS REMAINDER OF FY	(1,206,971.96)	
		PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	HPTF COVER PS REMAINDER OF FY	1,681,399.40	
			QUALITY ASSURANCE	HPTF COVER PS REMAINDER OF FY	64,738.96	
		PROPERTY ACQUISITION & DISPOSITION DIV	PROPERTY ACQUISITION	HPTF COVER PS REMAINDER OF FY	(246,089.64)	
		RESIDENTIAL AND COMMUNITY SERVICE DIV	NEIGHBORHOOD BASED ACTIVITIES	HPTF COVER PS REMAINDER OF FY	256,636.88	
			RESIDENTIAL SERVICES - LEAD SAFE WASHING	HPTF COVER PS REMAINDER OF FY	528,488.92	
			RESIDENTIAL SERVICES - SINGLE FAM REHAB	HPTF COVER PS REMAINDER OF FY	(49,442.60)	
	PAJLR650 Total				0.00	
	PARMW009	DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	REPROGRAM TO PADD FM DFD		(800,000.00)
		PROPERTY ACQUISITION AND DISPOSITION DIV	PROPERTY ACQUISITION	REPROGRAM TO PADD FM DFD		800,000.00
	PARMW009 Total					
	PARMW022	AGENCY MANAGEMENT	COMMUNICATIONS	MOVE ADMIN COST TO PROJ. DEL.		(20,000.00)
			FLEET MANAGEMENT	MOVE ADMIN COST TO PROJ. DEL.		(96,636.92)
			INFORMATION TECHNOLOGY	MOVE ADMIN COST TO PROJ. DEL.		(109,353.44)
			PROPERTY MANAGEMENT	MOVE ADMIN COST TO PROJ. DEL.		(103,010.40)
			TRAINING AND EMPLOYEE DEVELOPMENT	MOVE ADMIN COST TO PROJ. DEL.		(85,875.60)
		DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	MOVE ADMIN COST TO PROJ. DEL.		414,876.36
	PARMW022 Total					
	PARMW031	AGENCY MANAGEMENT	COMMUNICATIONS	RECLASS ADMIN TO PROJ. DEL.		(20,000.00)
			FLEET MANAGEMENT	RECLASS ADMIN TO PROJ. DEL.		(26,212.84)
			INFORMATION TECHNOLOGY	RECLASS ADMIN TO PROJ. DEL.		(99,336.00)
			LANGUAGE ACCESS	RECLASS ADMIN TO PROJ. DEL.		(60,000.00)
			PROPERTY MANAGEMENT	RECLASS ADMIN TO PROJ. DEL.		(54,791.76)
			TRAINING AND EMPLOYEE DEVELOPMENT	RECLASS ADMIN TO PROJ. DEL.		(59,200.00)
		DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	RECLASS ADMIN TO PROJ. DEL.		319,540.60
	PARMW031 Total					
	PARMW035	AGENCY FINANCIAL OPERATIONS	FISCAL OFFICER	RECLASS ADMIN TO PROJ. DEL.		(411,800.00)
		AGENCY MANAGEMENT	COMMUNICATIONS	RECLASS ADMIN TO PROJ. DEL.		(3,404,145.32)
			FINANCIAL MANAGEMENT	RECLASS ADMIN TO PROJ. DEL.		(6,692,558.68)
			INFORMATION TECHNOLOGY	RECLASS ADMIN TO PROJ. DEL.		(916,161.96)
			LANGUAGE ACCESS	RECLASS ADMIN TO PROJ. DEL.		(20,000.00)
			PROPERTY MANAGEMENT	RECLASS ADMIN TO PROJ. DEL.		(46,772.84)
			TRAINING AND EMPLOYEE DEVELOPMENT	RECLASS ADMIN TO PROJ. DEL.		(1,000,000.00)
		DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	RECLASS ADMIN TO PROJ. DEL.		14,181,437.60
		PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	RECLASS ADMIN TO PROJ. DEL.		(1,660,000.00)
		RESIDENTIAL AND COMMUNITY SERVICE DIV	RESIDENTIAL SERVICES - LEAD SAFE WASHING	RECLASS ADMIN TO PROJ. DEL.		237,837.56
			RESIDENTIAL SERVICES - SINGLE FAM REHAB	RECLASS ADMIN TO PROJ. DEL.		(267,836.36)
	PARMW035 Total					(0.00)
	PARMW040	DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	MOVE TO PADD (4120 & 4150)		(2,000,000.00)
			COMMUNITY FACILITIES PROJECT FINANCING	MOVE TO PADD (4120 & 4150)		(14,000,000.00)
		PROPERTY ACQUISITION AND DISPOSITION DIV	PROPERTY ACQUISITION	MOVE TO PADD (4120 & 4150)		17,200,000.00
			VACANT AND BLIGHTED PROGRAM	MOVE TO PADD (4120 & 4150)		800,000.00
		RESIDENTIAL AND COMMUNITY SERVICE DIV	RESIDENTIAL SERVICES - HPAP	MOVE TO PADD (4120 & 4150)		(2,000,000.00)
	PARMW040 Total					
	PARMW124	RESIDENTIAL AND COMMUNITY SERVICE DIV	NEIGHBORHOOD BASED ACTIVITIES	REPROGRAM TO SFRRP (3060)	(540,000.00)	
			RESIDENTIAL SERVICES - LEAD SAFE WASHING	REPROGRAM TO SFRRP (3060)	(440,000.00)	
			RESIDENTIAL SERVICES - SINGLE FAM REHAB	REPROGRAM TO SFRRP (3060)	980,000.00	

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
FY16-FY17 BUDGET REPROGRAMMINGS**

Sum of Trans Amt					FISCAL_YEAR	
T Code	Cur Doc No	Program Code 2 Title	Program Code 3 Title	Transaction Description	2016	2017
018	PARMW124 Total				-	
	PARMW125	PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	REPROGRAM TO SBTA (3015)	(2,588,000.00)	
		RESIDENTIAL AND COMMUNITY SERVICE DIV	SMALL BUSINESS TECHNICAL ASSISTANCE	REPROGRAM FM OPM (7010)	2,588,000.00	
	PARMW125 Total				-	
	PARMW309	DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	MOVE TO HPAP FOR LOANS		(14,000,000.00)
		RESIDENTIAL AND COMMUNITY SERVICE DIV	RESIDENTIAL SERVICES - HPAP	MOVE TO HPAP FOR LOANS		14,000,000.00
	PARMW309 Total					-
	PARMW380	AGENCY MANAGEMENT PROGRAM	FINANCIAL MANAGEMENT	REPROGRAM TO SINGLE FAMILY	(2,800,000.00)	
		RESIDENTIAL AND COMMUNITY SERVICE DIV	RESIDENTIAL SERVICES - SINGLE FAM REHAB	REPROGRAM TO SINGLE FAMILY	2,800,000.00	
	PARMW380 Total				-	
	PARMW439	DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	MOVE CDBG FUNDS TO PADD	(12,000,000.00)	
			COMMUNITY FACILITIES PROJECT FINANCING	MOVE CDBG FUNDS TO PADD	(12,000,000.00)	
		PROPERTY ACQUISITION & DISPOSITION DIV	PROPERTY ACQUISITION	MOVE CDBG FUNDS TO PADD	24,000,000.00	
	PARMW439 Total				-	
	PARMW504	AGENCY FINANCIAL OPERATIONS	ACCOUNTING OPERATIONS	REPROGRAM TO COVER DEFICIT	70,820.16	
			BUDGET OPERATIONS	REPROGRAM TO COVER DEFICIT	9,419.88	
			FISCAL OFFICER	REPROGRAM TO COVER DEFICIT	45,422.60	
		AGENCY MANAGEMENT PROGRAM	PERFORMANCE MANAGEMENT	REPROGRAM TO COVER DEFICIT	(443,189.76)	
			PROPERTY MANAGEMENT	REPROGRAM TO COVER DEFICIT	36,837.64	
		DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	REPROGRAM TO COVER DEFICIT	8,201,682.68	
		PORTFOLIO AND ASSET MANAGEMENT DIVISION	PORTFOLIO AND ASSET MANAGEMENT	REPROGRAM TO COVER DEFICIT	44,019.20	
		PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	REPROGRAM TO COVER DEFICIT	92,764.16	
		PROPERTY ACQUISITION & DISPOSITION DIV	PROPERTY ACQUISITION	REPROGRAM TO COVER DEFICIT	(8,161,278.88)	
		RESIDENTIAL AND COMMUNITY SERVICE DIV	NEIGHBORHOOD BASED ACTIVITIES	REPROGRAM TO COVER DEFICIT	89,989.64	
			SMALL BUSINESS TECHNICAL ASSISTANCE	REPROGRAM TO COVER DEFICIT	13,512.68	
	PARMW504 Total				0.00	
	PARMW505	AGENCY FINANCIAL OPERATIONS	BUDGET OPERATIONS	REPROGRAMMING TO COVER DEFICIT	78,992.80	
		AGENCY MANAGEMENT PROGRAM	PROPERTY MANAGEMENT	REPROGRAMMING TO COVER DEFICIT	15,697.76	
		DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	REPROGRAMMING TO COVER DEFICIT	1,279.00	
		PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	REPROGRAMMING TO COVER DEFICIT	(186,344.84)	
			QUALITY ASSURANCE	REPROGRAMMING TO COVER DEFICIT	90,375.28	
	PARMW505 Total				-	
	PARMW507	AGENCY MANAGEMENT PROGRAM	COMMUNICATIONS	REPROGRAM TO COVER DEFICITS.	(126,000.00)	
			LEGAL	REPROGRAM TO COVER DEFICITS.	145,978.52	
			PERFORMANCE MANAGEMENT	REPROGRAM TO COVER DEFICITS.	(511,538.44)	
			PROPERTY MANAGEMENT	REPROGRAM TO COVER DEFICITS.	193,750.88	
		DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	REPROGRAM TO COVER DEFICITS.	14,652.40	
		HOUSING REGULATION ADMINISTRATION	INCLUSIONARY ZONING PROGRAM	REPROGRAM TO COVER DEFICITS.	2,428.88	
		PORTFOLIO AND ASSET MANAGEMENT DIVISION	PORTFOLIO AND ASSET MANAGEMENT	REPROGRAM TO COVER DEFICITS.	82,974.92	
		PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	REPROGRAM TO COVER DEFICITS.	(118,734.48)	
			QUALITY ASSURANCE	REPROGRAM TO COVER DEFICITS.	77,861.84	
		PROPERTY ACQUISITION & DISPOSITION DIV	PROPERTY ACQUISITION	REPROGRAM TO COVER DEFICITS.	(152,827.68)	
		RESIDENTIAL AND COMMUNITY SERVICE DIV	NEIGHBORHOOD BASED ACTIVITIES	REPROGRAM TO COVER DEFICITS.	12,643.44	
			RESIDENTIAL SERVICES - LEAD SAFE WASHING	REPROGRAM TO COVER DEFICITS.	70,887.00	
			RESIDENTIAL SERVICES - SINGLE FAM REHAB	REPROGRAM TO COVER DEFICITS.	307,922.72	
	PARMW507 Total				(0.00)	
	PARMW750	DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	REPROGRAM TO 3060 & 4120	(5,400,000.00)	
		PROPERTY ACQUISITION & DISPOSITION DIV	PROPERTY ACQUISITION	REPROGRAM TO 3060 & 4120	4,000,000.00	
		RESIDENTIAL AND COMMUNITY SERVICE DIV	RESIDENTIAL SERVICES - SINGLE FAM REHAB	REPROGRAM TO 3060 & 4120	1,400,000.00	
	PARMW750 Total				-	
	PARMW755	AGENCY MANAGEMENT PROGRAM	FINANCIAL MANAGEMENT	REPROGRAM BUDGET FM 1010/1050	(2,400,000.00)	
			PERSONNEL	REPROGRAM BUDGET FM 1010/1050	(2,400,000.00)	
		RESIDENTIAL AND COMMUNITY SERVICE DIV	RESIDENTIAL SERVICES - LEAD SAFE WASHING	REPROGRAM BUDGET FM 1010/1050	4,800,000.00	
PARMW755 Total				-		
018 Total				0.00	(0.00)	
Grand Total				0.00	(0.00)	

HPTF (UZ0) FY2016 ENDING FUND BALANCE

Agy	GAAP GL Acct Cat	GL Acct	Net Activity Amt
9UZ	64-UNASSIGNED FUND BAL - RETAINED EARNINGS	3060-UNASSIGNED FUND BALANCE	0.00
		3190-REVENUES	0.00
	64-UNASSIGNED FUND BAL - RETAINED EARNINGS - Total		0.00
9UZ - Total			0.00
DT0	63-RESTRICT, COMMIT AND ASSIGN FUND BALANCE	3020-RESERVED FUND BALANCE L-T ASSETS	0.00
		3643-RESTRICTED FUND BALANCE	0.00
	63-RESTRICT, COMMIT AND ASSIGN FUND BALANCE - Total		0.00
	64-UNASSIGNED FUND BAL - RETAINED EARNINGS	3060-UNASSIGNED FUND BALANCE	0.00
64-UNASSIGNED FUND BAL - RETAINED EARNINGS - Total		0.00	
DT0 - Total			0.00
UZ0	63-RESTRICT, COMMIT AND ASSIGN FUND BALANCE	3020-RESERVED FUND BALANCE L-T ASSETS	0.00
		3643-RESTRICTED FUND BALANCE	54,182,875.02
	63-RESTRICT, COMMIT AND ASSIGN FUND BALANCE - Total		54,182,875.02
	64-UNASSIGNED FUND BAL - RETAINED EARNINGS	2735-UNASSIGNED FUND BALANCE	0.00
		2736-UNASSIGNED FUND BALANCE	0.00
		3011-UNASSIGNED FUND BALANCE	0.00
		3012-UNASSIGNED FUND BALANCE	0.00
		3060-UNASSIGNED FUND BALANCE	(42,549,728.56)
		3100-REVENUES	152,183,548.17
		3101-REVENUES	(664,504.03)
		3201-REVENUES	198,932.54
	3500-EXPENSES	86,703,864.43	
	3501-EXPENSES	198,864.00	
64-UNASSIGNED FUND BAL - RETAINED EARNINGS - Total		196,070,976.55	
UZ0 - Total			250,253,851.57
Overall - Total			250,253,851.57

HPTF (UZ0) FY2017 FUND BALANCE (YTD Unadjusted)

Agy	GAAP GL Acct Cat	GL Acct	Net Activity Amt
9UZ	64-UNASSIGNED FUND BAL - RETAINED EARNINGS	3060-UNASSIGNED FUND BALANCE	0.00
	64-UNASSIGNED FUND BAL - RETAINED EARNINGS - Total		0.00
9UZ - Total			0.00
DT0	63-RESTRICT, COMMIT AND ASSIGN FUND BALANCE	3020-RESERVED FUND BALANCE L-T ASSETS	0.00
		3643-RESTRICTED FUND BALANCE	0.00
	63-RESTRICT, COMMIT AND ASSIGN FUND BALANCE - Total		0.00
	64-UNASSIGNED FUND BAL - RETAINED EARNINGS	3060-UNASSIGNED FUND BALANCE	0.00
	64-UNASSIGNED FUND BAL - RETAINED EARNINGS - Total		0.00
DT0 - Total			0.00
UZ0	63-RESTRICT, COMMIT AND ASSIGN FUND BALANCE	3020-RESERVED FUND BALANCE L-T ASSETS	0.00
		3643-RESTRICTED FUND BALANCE	42,549,728.56
	63-RESTRICT, COMMIT AND ASSIGN FUND BALANCE - Total		42,549,728.56
	64-UNASSIGNED FUND BAL - RETAINED EARNINGS	2735-UNASSIGNED FUND BALANCE	0.00
		2736-UNASSIGNED FUND BALANCE	0.00
		3011-UNASSIGNED FUND BALANCE	0.00
		3012-UNASSIGNED FUND BALANCE	0.00
		3060-UNASSIGNED FUND BALANCE	22,265,519.69
		3100-REVENUES	20,218,986.93
		3101-REVENUES	(257,580.58)
	64-UNASSIGNED FUND BAL - RETAINED EARNINGS - Total		42,226,926.04
UZ0 - Total			84,776,654.60
Overall - Total			84,776,654.60

FY2016 HOUSING PRODUCTION TRUST FUND REVENUE

Trans Amt				G/L ACCT			Total
				3100-CASH REVENUE	3101-ACCRUED REVENUE	3201-PRIOR YEAR COST RECOVERY	
COMP SOURCE GROUP	APPR FUND	AGENCY FUND	APPR YEAR				
1133-INTEREST INCOME	0610-ENTERPRISE AND OTHER FUNDS-DEDICATED TAX	6113	2016	83,759.90			83,759.90
		Total		83,759.90			83,759.90
	Total				83,759.90		
1138-OTHER REVENUE	0110-DEDICATED TAXES	0601	2014	(84,902.44)	84,902.44		0.00
			2015			198,864.00	198,864.00
			2016			(198,864.00)	(198,864.00)
		Total			(84,902.44)	84,902.44	0.00
	0610-ENTERPRISE AND OTHER FUNDS-DEDICATED TAX	6113	2015		(269,775.23)	68.54	(269,706.69)
			2016	5,390,173.55	257,580.58	198,864.00	5,846,618.13
		Total			5,390,173.55	(12,194.65)	198,932.54
Total				5,305,271.11	72,707.79	198,932.54	5,576,911.44
1200-INTERFUND TRANSFERS	0620-ENTERPRISE AND OTHER FUNDS	6218	2016	90,179,389.00			90,179,389.00
		Total		90,179,389.00			90,179,389.00
	Total				90,179,389.00		
1251-REAL ESTATE DEED RECORDATION TAXES	0610-ENTERPRISE AND OTHER FUNDS-DEDICATED TAX	6113	2015		(3,846,483.70)		(3,846,483.70)
			2016	31,638,384.79	3,000,805.65		34,639,190.44
		Total			31,638,384.79	(845,678.05)	
	Total			31,638,384.79	(845,678.05)		30,792,706.74
1252-DEED TRANSFER TAXES	0610-ENTERPRISE AND OTHER FUNDS-DEDICATED TAX	6113	2015		(2,471,314.05)		(2,471,314.05)
			2016	24,976,743.37	2,579,780.28		27,556,523.65
		Total			24,976,743.37	108,466.23	
	Total			24,976,743.37	108,466.23		25,085,209.60
Total				152,183,548.17	(664,504.03)	198,932.54	151,717,976.68

FY2017 HOUSING PRODUCTION TRUST FUND REVENUE

Trans Amt				G/L ACCT		Total	
				3100-CASH REVENUE	3101-ACCRUED REVENUE		
COMP SOURCE GROUP	APPR FUND	AGENCY FUND	APPR YEAR				
1133-INTEREST INCOME	0610-ENTERPRISE AND OTHER FUNDS-DEDICATED TAX	6113	2017	4,295.43		4,295.43	
		Total		4,295.43		4,295.43	
	Total				4,295.43		4,295.43
1138-OTHER REVENUE	0610-ENTERPRISE AND OTHER FUNDS-DEDICATED TAX	6113	2016		(257,580.58)	(257,580.58)	
			2017	2,863,177.94		2,863,177.94	
	Total				2,863,177.94	(257,580.58)	2,605,597.36
	Total				2,863,177.94	(257,580.58)	2,605,597.36
1251-REAL ESTATE DEED RECORDATION TAXES	0610-ENTERPRISE AND OTHER FUNDS-DEDICATED TAX	6113	2017	8,596,705.82		8,596,705.82	
		Total		8,596,705.82		8,596,705.82	
	Total				8,596,705.82		8,596,705.82
1252-DEED TRANSFER TAXES	0610-ENTERPRISE AND OTHER FUNDS-DEDICATED TAX	6113	2017	8,754,807.74		8,754,807.74	
		Total		8,754,807.74		8,754,807.74	
	Total				8,754,807.74		8,754,807.74
Total				20,218,986.93	(257,580.58)	19,961,406.35	

FY 2016 HPTF REVENUE - ALL SOURCES

Agy	Agy Fund	FISCAL_YEAR	Eff Date	Comp GL Acct	Agy Object	Agy Object Title	Trans Amt
UZO	0601	2016	10/9/15	3101	2003	APPR LAHDO	84,902.44
UZO	0601	2016	10/9/15	3100	2003	APPR LAHDO	(84,902.44)
					2003 Total		0.00
UZO	6113	2016	2/2/16	3100	3232	HOUSING PRODUCTION TRUST FUND	354,216.11
UZO	6113	2016	9/30/16	3101	3232	HOUSING PRODUCTION TRUST FUND	257,580.58
UZO	6113	2016	12/1/15	3101	3232	HOUSING PRODUCTION TRUST FUND	(269,775.23)
UZO	6113	2016	5/13/16	3100	3232	HOUSING PRODUCTION TRUST FUND	229,739.07
UZO	6113	2016	3/2/16	3100	3232	HOUSING PRODUCTION TRUST FUND	17,213.48
UZO	6113	2016	9/12/16	3101	3232	HOUSING PRODUCTION TRUST FUND	(20,440.73)
UZO	6113	2016	6/17/16	3100	3232	HOUSING PRODUCTION TRUST FUND	267,621.84
UZO	6113	2016	5/3/16	3100	3232	HOUSING PRODUCTION TRUST FUND	371,940.50
UZO	6113	2016	3/25/16	3100	3232	HOUSING PRODUCTION TRUST FUND	1,581,440.00
UZO	6113	2016	12/23/15	3100	3232	HOUSING PRODUCTION TRUST FUND	190,220.32
UZO	6113	2016	9/15/16	3101	3232	HOUSING PRODUCTION TRUST FUND	20,440.73
UZO	6113	2016	9/15/16	3100	3232	HOUSING PRODUCTION TRUST FUND	(20,440.73)
UZO	6113	2016	8/11/16	3100	3232	HOUSING PRODUCTION TRUST FUND	370,384.96
UZO	6113	2016	4/11/16	3100	3232	HOUSING PRODUCTION TRUST FUND	20,440.73
UZO	6113	2016	4/13/16	3100	3232	HOUSING PRODUCTION TRUST FUND	506,622.32
UZO	6113	2016	11/4/15	3100	3232	HOUSING PRODUCTION TRUST FUND	269,775.24
UZO	6113	2016	2/12/16	3100	3232	HOUSING PRODUCTION TRUST FUND	49,622.30
UZO	6113	2016	12/7/15	3100	3232	HOUSING PRODUCTION TRUST FUND	7.72
UZO	6113	2016	11/20/15	3100	3232	HOUSING PRODUCTION TRUST FUND	509,790.97
UZO	6113	2016	9/22/16	3100	3232	HOUSING PRODUCTION TRUST FUND	278,613.86
UZO	6113	2016	7/18/16	3100	3232	HOUSING PRODUCTION TRUST FUND	398,684.30
UZO	6113	2016	4/1/16	3100	3232	HOUSING PRODUCTION TRUST FUND	(371,940.50)
UZO	6113	2016	3/18/16	3100	3232	HOUSING PRODUCTION TRUST FUND	164,575.28
UZO	6113	2016	3/16/16	3100	3232	HOUSING PRODUCTION TRUST FUND	201,645.78
					3232 Total		5,377,978.90
UZO	6113	2016	2/2/16	3100	5600	INTEREST INCOME	5.04
UZO	6113	2016	2/5/16	3100	5600	INTEREST INCOME	648.18
UZO	6113	2016	8/11/16	3100	5600	INTEREST INCOME	10.53
UZO	6113	2016	4/13/16	3100	5600	INTEREST INCOME	6.52
UZO	6113	2016	7/28/16	3100	5600	INTEREST INCOME	1,112.40
UZO	6113	2016	7/6/16	3100	5600	INTEREST INCOME	7,486.54
UZO	6113	2016	3/16/16	3100	5600	INTEREST INCOME	3.23

UZO	6113	2016	2/17/16	3100	5600	INTEREST INCOME	4.42
UZO	6113	2016	5/13/16	3100	5600	INTEREST INCOME	3.15
UZO	6113	2016	4/27/16	3100	5600	INTEREST INCOME	236.85
UZO	6113	2016	6/17/16	3100	5600	INTEREST INCOME	4.89
UZO	6113	2016	5/5/16	3100	5600	INTEREST INCOME	74,000.00
UZO	6113	2016	9/22/16	3100	5600	INTEREST INCOME	6.93
UZO	6113	2016	7/18/16	3100	5600	INTEREST INCOME	6.95
UZO	6113	2016	12/22/15	3100	5600	INTEREST INCOME	7.14
UZO	6113	2016	12/11/15	3100	5600	INTEREST INCOME	214.21
UZO	6113	2016	11/4/15	3100	5600	INTEREST INCOME	2.92
					5600 Total		83,759.90
UZO	6218	2016	9/30/16	3100	6801	INTERFUND TRANSFER IN	90,179,389.00
					6801 Total		90,179,389.00
UZO	6113	2016	9/19/16	3100	8810	DEED RECORDATION TAXES	123,430.92
UZO	6113	2016	4/20/16	3100	8810	DEED RECORDATION TAXES	123,284.15
UZO	6113	2016	11/30/15	3100	8810	DEED RECORDATION TAXES	120,932.59
UZO	6113	2016	8/17/16	3100	8810	DEED RECORDATION TAXES	118,541.71
UZO	6113	2016	7/20/16	3100	8810	DEED RECORDATION TAXES	156,709.85
UZO	6113	2016	3/1/16	3100	8810	DEED RECORDATION TAXES	100,793.79
UZO	6113	2016	6/15/16	3100	8810	DEED RECORDATION TAXES	134,168.64
UZO	6113	2016	1/21/16	3100	8810	DEED RECORDATION TAXES	129,475.01
UZO	6113	2016	3/9/16	3101	8810	DEED RECORDATION TAXES	(128,636.62)
UZO	6113	2016	11/25/15	3100	8810	DEED RECORDATION TAXES	128,636.62
UZO	6113	2016	1/31/16	3100	8810	DEED RECORDATION TAXES	110,274.19
UZO	6113	2016	5/17/16	3100	8810	DEED RECORDATION TAXES	131,755.37
UZO	6113	2016	3/16/16	3100	8810	DEED RECORDATION TAXES	91,560.03
UZO	6113	2016	9/30/16	3101	8810	DEED RECORDATION TAXES	134,014.56
					8810 Total		1,474,940.81
UZO	6113	2016	6/15/16	3100	8816	DEED RECORDATION TAXES - 1.45%	2,823,326.98
UZO	6113	2016	4/20/16	3100	8816	DEED RECORDATION TAXES - 1.45%	2,883,401.35
UZO	6113	2016	3/16/16	3100	8816	DEED RECORDATION TAXES - 1.45%	1,936,414.41
UZO	6113	2016	9/19/16	3100	8816	DEED RECORDATION TAXES - 1.45%	3,697,810.96
UZO	6113	2016	1/31/16	3100	8816	DEED RECORDATION TAXES - 1.45%	3,545,981.69
UZO	6113	2016	11/25/15	3100	8816	DEED RECORDATION TAXES - 1.45%	3,717,847.08
UZO	6113	2016	5/17/16	3100	8816	DEED RECORDATION TAXES - 1.45%	3,968,959.01
UZO	6113	2016	1/21/16	3100	8816	DEED RECORDATION TAXES - 1.45%	728,478.34
UZO	6113	2016	11/30/15	3100	8816	DEED RECORDATION TAXES - 1.45%	2,080,378.89
UZO	6113	2016	3/9/16	3101	8816	DEED RECORDATION TAXES - 1.45%	(3,717,847.08)

UZO	6113	2016	8/17/16	3100	8816	DEED RECORDATION TAXES - 1.45%	3,620,064.59
UZO	6113	2016	3/1/16	3100	8816	DEED RECORDATION TAXES - 1.45%	1,166,158.62
UZO	6113	2016	9/30/16	3101	8816	DEED RECORDATION TAXES - 1.45%	2,866,791.09
					8816 Total		29,317,765.93
UZO	6113	2016	9/30/16	3101	8820	DEED TRANSFER TAXES	137,062.54
UZO	6113	2016	3/9/16	3101	8820	DEED TRANSFER TAXES	(126,625.14)
UZO	6113	2016	6/15/16	3100	8820	DEED TRANSFER TAXES	136,563.90
UZO	6113	2016	8/17/16	3100	8820	DEED TRANSFER TAXES	120,115.92
UZO	6113	2016	5/17/16	3100	8820	DEED TRANSFER TAXES	131,828.70
UZO	6113	2016	4/20/16	3100	8820	DEED TRANSFER TAXES	131,174.92
UZO	6113	2016	1/21/16	3100	8820	DEED TRANSFER TAXES	458,465.22
UZO	6113	2016	9/19/16	3100	8820	DEED TRANSFER TAXES	125,046.82
UZO	6113	2016	7/20/16	3100	8820	DEED TRANSFER TAXES	135,598.08
UZO	6113	2016	3/1/16	3100	8820	DEED TRANSFER TAXES	107,918.61
UZO	6113	2016	11/30/15	3100	8820	DEED TRANSFER TAXES	119,723.04
UZO	6113	2016	11/25/15	3100	8820	DEED TRANSFER TAXES	126,625.14
UZO	6113	2016	3/16/16	3100	8820	DEED TRANSFER TAXES	91,914.65
UZO	6113	2016	1/31/16	3100	8820	DEED TRANSFER TAXES	119,444.16
					8820 Total		1,814,856.56
UZO	6113	2016	5/17/16	3100	8826	DEED TRANSFER TAXES - 1.45%	2,059,027.71
UZO	6113	2016	3/1/16	3100	8826	DEED TRANSFER TAXES - 1.45%	858,133.02
UZO	6113	2016	1/21/16	3100	8826	DEED TRANSFER TAXES - 1.45%	2,361,202.47
UZO	6113	2016	6/15/16	3100	8826	DEED TRANSFER TAXES - 1.45%	2,140,461.18
UZO	6113	2016	1/31/16	3100	8826	DEED TRANSFER TAXES - 1.45%	2,921,881.48
UZO	6113	2016	11/25/15	3100	8826	DEED TRANSFER TAXES - 1.45%	2,344,688.91
UZO	6113	2016	3/9/16	3101	8826	DEED TRANSFER TAXES - 1.45%	(2,344,688.91)
UZO	6113	2016	4/20/16	3100	8826	DEED TRANSFER TAXES - 1.45%	1,940,168.85
UZO	6113	2016	3/16/16	3100	8826	DEED TRANSFER TAXES - 1.45%	1,265,338.96
UZO	6113	2016	8/17/16	3100	8826	DEED TRANSFER TAXES - 1.45%	2,333,793.65
UZO	6113	2016	7/20/16	3100	8826	DEED TRANSFER TAXES - 1.45%	1,244,491.28
UZO	6113	2016	9/30/16	3101	8826	DEED TRANSFER TAXES - 1.45%	2,442,717.74
UZO	6113	2016	9/19/16	3100	8826	DEED TRANSFER TAXES - 1.45%	2,033,689.79
UZO	6113	2016	11/30/15	3100	8826	DEED TRANSFER TAXES - 1.45%	1,669,446.91
					8826 Total		23,270,353.04
					Grand Total		151,519,044.14

FY2017 HOUSING PRODUCTION TRUST FUND REVENUE

Trans Amt				G/L ACCT		Total
				3100-CASH REVENUE	3101-ACCRUED REVENUE	
COMP SOURCE GROUP	APPR FUND	AGENCY FUND	AGY OBJECT			
1133-INTEREST INCOME	0610-ENTERPRISE AND OTHER FUNDS-DEDICATED TAX	6113	5600-INTEREST INCOME	4,295.43		4,295.43
		Total		4,295.43		4,295.43
	Total				4,295.43	
1138-OTHER REVENUE	0610-ENTERPRISE AND OTHER FUNDS-DEDICATED TAX	6113	2223-HPTF/IZ PENTHOUSE CONTRIBUTIONS	1,390,005.03		1,390,005.03
			3232-HOUSING PRODUCTION TRUST FUND	1,473,172.91	(257,580.58)	1,215,592.33
		Total		2,863,177.94	(257,580.58)	2,605,597.36
	Total		2,863,177.94	(257,580.58)	2,605,597.36	
1251-REAL ESTATE DEED RECORDATION TAXES	0610-ENTERPRISE AND OTHER FUNDS-DEDICATED TAX	6113	8816-DEED RECORDATION TAXES - 1.45%	8,017,982.96		8,017,982.96
			8810-DEED RECORDATION TAXES	578,722.86		578,722.86
		Total		8,596,705.82		8,596,705.82
Total		8,596,705.82		8,596,705.82		
1252-DEED TRANSFER TAXES	0610-ENTERPRISE AND OTHER FUNDS-DEDICATED TAX	6113	8820-DEED TRANSFER TAXES	509,340.22		509,340.22
			8826-DEED TRANSFER TAXES - 1.45%	8,245,467.52		8,245,467.52
		Total		8,754,807.74		8,754,807.74
Total		8,754,807.74		8,754,807.74		
Total				20,218,986.93	(257,580.58)	19,961,406.35

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
QUESTIONS FOR PERFORMANCE OVERSIGHT HEARING**

I. Agency Operations and Personnel

1. Please provide a complete, up-to-date organizational chart for each division within the agency including, either attached or separately, an explanation of the roles and responsibilities for each division and subdivision.
 - a. Please include a list of the employees (name and title) for each subdivision and the number of vacant positions;
 - b. Please provide a narrative explanation of any organizational changes made during the previous year;
 - c. Please describe the major functions and responsibilities of each division and subdivision of the agency.

Response: See attachment 1.

2. Please provide a complete, up-to-date position listing, in Excel spreadsheet format, for the agency, by program and activity, which includes the following information:
 - a. Title of position;
 - b. Name of employee or status of position;
 - c. Date employee began in position;
 - d. Salary and fringe, including the specific grade, series, and step of position; and
 - e. Job status (continuing/term/temporary/contract)

Response: See attachment 2.

3. Please explain when and by whom was the most recent staff evaluation conducted?

Response:

DHCD employees (excluding OCFO and attorney staff) were evaluated in FY16 by their appropriate supervisor. Evaluations were then routed to Division Heads and relevant reporting Senior Staff. As a matter of course, the performance evaluation period for all covered employees begins at the start of each fiscal year (October 1st) to the end of the fiscal year (September 30th). Supervisors, agency head, or agency head designee are responsible for reviewing and approving the annual performance evaluation completed by a rating official. An overall performance rating is a culmination of the ratings assigned to each performance expectation. The overall performance rating indicates the level of an employee's actual performance of assigned competencies and S.M.A.R.T Goals during the performance management period.

The process for evaluating agency attorneys is set forth in Chapter 36 (Legal Service) of the District Personnel Manual (DPM) and includes coordination between each agency, the Mayor's Office of Legal Counsel (MOLC) and the Department of Human Resources

Department of Housing and Community Development (DHCD)

(DCHR). The agency General Counsel conducts the performance review for all agency staff attorneys beginning on September 1st of each year.

4. Please provide the number of FY17 full-time equivalents (FTEs) for the agency, broken down by program and activity.
 - a. Please provide the number of vacancies at the close of FY16, by program and activity, and current vacancy information.
 - b. For each vacant position, please note how long the position has been vacant and whether or not the position has since been filled.
 - c. How many vacancies within the agency were posted during FY16 and FY17, to date? How many were filled during FY16 and FY17, to date?

Response: See attachment 4

5. Please provide the salary for the top 15 earners in the administrative staff and the top 15 earners in the managerial staff. Managerial staff members are those who direct or supervise another employee or a significant component of a project.

Response: See attachment 5.

6. Please provide the average salary for administrative and managerial staff.

Response: Administrative Staff	\$ 72,819.44
Managerial Staff	\$137,963.23

7. Please provide a list of the top 25 overtime earners.

Response: See attachment 7.

8. What is the total number and percentage of employees that are District residents within the agency? Please describe the methods used by the agency to increase the hiring of District residents.

Response: 84 employees or 58% of DHCDs workforce are District residents. DHCD, in accordance with DCHR guidelines, provides 10 preference points during Rating and Ranking of all District residents claiming residency. This provides an advantage to all district residents in the hiring process and we strongly encourage district residents to apply and highlight residency preference in our recruitment efforts.

9. Please list all employees detailed to or from the agency, if any. Please provide the reason for the detail, the date of detail, and the projected date of return.

Response: Yonghong Lou is on detail from Deputy Mayor for Planning and Economic Development. Yonghong is assisting DHCD with database development and performance management. Yonghong started her detail with DHCD on April 25, 2016.

Department of Housing and Community Development (DHCD)

10. Please provide the Committee with:

- a. A list of all employees who receive cell phones, personal digital assistants, iPads, or similar communications devices at agency expense;
- b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned;
- c. A list of employee bonuses or special award pay in FY16 and FY17, to date;
- d. A list of travel expenses, arranged by employee; and
- e. A list of the total overtime and workman's compensation payments paid in FY16 and FY17, to date.

Response:

- a. A list of all employees who receive cell phones, personal digital assistants, iPads, or similar communications devices at agency expense;

See attachment 10a.

- b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned;

All fleet vehicles are assigned to Laverne Law the fleet manager. See Attachment 10b.

- c. A list of employee bonuses or special award pay in FY16 and FY17 to date;

No bonus or special award pay was issued in FY16 or to date in FY 17.

- d. A list of travel expenses, arranged by employee;

See attachment 10d.

- e. A list of the total overtime and workman's compensation payments paid in FY16 and FY17 to date.

See attachments 10e part 1 and 10e part 2.

Department of Housing and Community Development (DHCD)

11. Please describe the agency's performance measurement activities, including:

- a. A list of performance measures used by the agency;
- b. The procedures used to review and act on results;
- c. All staff and resources dedicated to performance measurement;
- d. The goals and actual results for those performance measures in FY16 and an explanation of any variance between goals and results.

Response:

- a. A list of performance measures used by the agency;

See Attachment 11.

- b. The procedures used to review and act on results;

In FY17, working with managers, DHCD has improved its Key Performance Indicators (KPI) to ensure that DHCD meets the needs of the District and its stakeholders, has a clearer focus in its activities, and works across the agency to improve efficiency and accountability.

- Program KPIs are used to track measurable outcomes from the agencies work.
- Good governance KPIs are used to track agency operations relative to stated service level, policy and transparency objectives.
- Work load measures track what is being requested of the agency.

Together these are used to produce a comprehensive and quantitative view of the agency's workload and performance.

DHCD senior leadership is responsible for reviewing and acting on the results of the KPI's and ensuring that the agency meets its goals. DHCD submits quarterly reports to the OCA with final KPIs (actuals) submitted and published at the end of each fiscal year.

- c. All staff and resources dedicated to performance measurement;

DHCD Chief of Staff and Senior Policy Advisor manage and track the KPI information and compile the results from Division managers. DHCD senior leadership is responsible for reviewing and acting on the results of the KPI's and ensuring that the agency meets its goals. DHCD submits quarterly reports to the OCA with final KPIs (actuals) submitted and published at the end of each fiscal year.

- d. The goals and actual results for those performance measures in FY15 and an explanation of any variance between goals and results.

DHCD's FY 16 PAR provides an explanation of results and goal variance and is provided to Council by OCA and accessed at:

http://oca.dc.gov/sites/default/files/dc/sites/oca/publication/attachments/DHCD_FY16PAR.pdf.

Department of Housing and Community Development (DHCD)

12. What is the status of the search to fill the position of Rent Administrator? When do you expect to have the position filled?

Response: The Rent Administrator position is an appointed position that must be confirmed by City Council. In September 2016, DHCD worked with the Mayor's Office of Talent and Appointments (MOTA) to advertise the vacant Rent Administrator position. MOTA received six interested candidates and is working with DHCD to interview the prospective candidates in order to make a recommendation. The goal is to have the position filled in the next 3 months.

13. Over the past few years the Rental Accommodations Division and the Rent Administrator have taken several months longer than allowed to respond to both Council and FOIA information requests. What is DHCD doing to improve response times to these requests and information management issues within the Rental Accommodations Division?

Response: In FY16, DHCD hired a Senior Policy Advisor who is responsible for handling all legislative and policy matters. In addition to the Director and Deputy Director, the Senior Policy Advisor is the member of the Senior Staff who will ensure more timely follow up with Council inquiries. In FY16, DHCD hired and appointed a FOIA Officer in the Office of Communications who is the single point of contact for all FOIA requests. Both the Senior Policy Advisor and the FOIA Officer are responsible for managing DHCD's timely responses.

II. Budget

14. Please provide a chart showing the agency's approved budget and actual spending, by program, for FY16 and FY17, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures for FY16 and FY17, to date.

Response: See attachment 14.

15. Please list any re-programmings, in or out, which occurred in FY16 or FY17 to date. For each reprogramming, please list the total amount of the reprogramming, the original purposes for which the funds were dedicated, and the reprogrammed use of funds.

Response: See attachment 15.

16. Please provide a complete accounting for all intra-District transfers received by or transferred from the agency during FY16 or FY17 to date.

Response: See attachment 16.

Department of Housing and Community Development (DHCD)

17. Please identify any special purpose revenue accounts maintained by, used by, or available for use by the agency during FY16 or FY17 to date. For each account, please list the following:
- a. The revenue source name and code;
 - b. The source of funding;
 - c. A description of the program that generates the funds;
 - d. The amount of funds generated by each source or program in FY16 and FY17, to date; and
 - e. Expenditures of funds, including the purpose of each expenditure, for FY16 and FY17, to date.

Response: See attachment 17.

18. Please provide a list of all projects for which the agency currently has capital funds available. Please include the following:
- a. A description of each project;
 - b. The amount of capital funds available for each project;
 - c. A status report on each project, including a timeframe for completion; and
 - d. Planned remaining spending on the project.

Response: See attachment 18.

19. Please describe the agency's efforts to utilize federal funding sources and other alternative funding sources.

Response: DHCD uses both federal and local resources to preserve and create affordable housing opportunities throughout the District. Federal resources such as the Community Development Block Grant (CDBG), the HOME Investment Partnership Program (HOME), and Low Income Housing Tax Credit (LIHTC) have been used to leverage private capital to create and preserve affordable housing units.

DHCD develops specific plans for the use these funds that are detailed in the five-year Consolidated Plan and the Annual Action Plan submitted to HUD. The current drafts of these plans and further information can be found on DHCD's website (<https://dhcd.dc.gov/service/consolidated-plan-housing-and-community-development>)

DHCD is also exploring explicitly leveraging private investments through a Public-Private Preservation Fund as recommended by the Housing Preservation Strike Force. This effort is in the design stage.

20. Under DC Code § 42-2857.01, it states that no more than 20% of the funds deposited into the Unified Fund be used to pay project-delivery costs. The statute also requires an annual report on the fund. Please provide the annual report in attachment for FY16.

Response: See attachment 20.

Department of Housing and Community Development (DHCD)

21. Additionally, please provide :

- a. The amount of revenue generated by the Unified Fund in FY16 and FY17, to date.
- b. The amount of expenditures by the Unified Fund in FY16 and FY17, to date.
- c. The amount of Unified Fund spent on personnel costs in FY16 and FY17, to date.

Response: See attachment 21.

III. Contracting and Procurement

22. Please list, in Excel spreadsheet format, each contract, procurement, lease, and grant (“contract”) awarded, entered into, extended and option years exercised, by the agency during FY16 and FY17, to date. For each contract, please provide the following information, where applicable:

- a. The name of the contracting party;
- b. The nature of the contract, including the end product or service;
- c. The dollar amount of the contract, including budgeted amount and actually spent;
- d. The term of the contract;
- e. Whether the contract was competitively bid or not;
- f. The name of the agency’s contract monitor and the results of any monitoring activity; and
- g. Funding source

Response: See attachment 22.

23. Please provide a list of all MOUs currently in place, all MOUs entered into within the last year, and any MOUs planned for the coming year.

Response: See attachment 23.

24. Please describe the steps taken by the agency to provide oversight and management for contracts. Specifically, how does the agency ensure that its programmatic needs are being met and contracting actions are standardized across various programs?

Response: DHCD Chief Administrative Officer works closely with the Office of Contracting and Procurement (OCP) to monitor the status of active contracts, to process existing procurements, and to determine future contracting needs. DHCD has an Agency Contracting Officer (ACO), who provides guidance to agency managers on purchase orders and use of PASS, is responsible for ensuring consistency across the agency, and is the designated procurement leader for DHCD. OCP maintains a Contracting Officer and several Contract Specialists within DHCD. Their main focus is the procurement activities of DHCD. They also provide training on policies, procedures, laws, and regulations regarding procurement in the District of Columbia, thereby ensuring the continual monitoring of a range of contracts and their associated expenditures.

Department of Housing and Community Development (DHCD)

25. What percentage of contracts and total contracting budget at DHCD were awarded to local, small, and disadvantaged business enterprises in FY16 and FY17, to date? What is DHCD doing, if anything, to improve this rate?

Response: In FY16 DHCD awarded \$4.92 million local, small, and disadvantage business enterprises. This is in excess of the identified expendable budget of \$3.65 million mandated by District law as administered and certified by the Department of Small and Local Business Development (DSLBD). DHCD is committed to working with the Department of Small and Local Business Development (DSLBD) and the Office of Contracting and Procurement to ensure that all eligible procurements are competed with Small and Local businesses.

For FY17 to date, DHCD has recorded \$150,740 in spending with CBEs, during the second quarter the agency has increased CBE spending during and is on track to meet the annual spending goal.

Studies, Publications, Audits, Investigations, and Lawsuits

26. Provide a list of all studies, research papers, and analyses the agency prepared or contracted for or plans to prepare or contract for during FY16 and FY17, to date. State the status and purpose of each study.

Response: DHCD has not directed or contracted for any studies, research papers, and analyses in FY16 or FY17 to date.

Planned in FY17 is the Age-Friendly DC Housing Needs Assessment In order to plan for the next 40 years of development, DCHD in support of the Mayor's Age Friendly Task Force will conduct a comprehensive assessment of future housing demand and current and projected supply, focusing on the needs and desires, and demographic trends of adults 65+ today and those who are 45+ today and will be our next generation of older adults in 20 years. This study will also include elements such as design, transportation access, visitability, aging in place, amenities, etc.

The Scope of work and the allocation of funds are in the process of being finalized. The study is targeted to be completed in FY17.

Department of Housing and Community Development (DHCD)

27. Provide a list of all publications, brochures, and pamphlets prepared by or for the agency during FY16 and FY17, to date.

Response: In FY 2016 – 2017 to date, the DHCD Office of Communications prepared the following publications, brochures, and pamphlets:

1. Updated post card brochures, which served as more convenient and precise ways to distribute information on DHCD's programs to the public at conventions, community meetings and other events. The post cards were redesigned to be larger, more topical and more eye catching.
2. A Searching for Housing Resources Fact Sheet, which summarizes housing services provided by DHCD and other agencies.
3. Redesigned the following fact sheets to make them more eye catching and topical: Lead Safe, Home Purchase Assistance Program (HPAP), Employer Assisted Housing Program.
4. Created electronic postcards for social media spotlighting projects funded by the Housing Production Trust Fund in FY16 and FY17.
5. Created electronic postcard for social media spotlighting HPAP enhancements.
6. Redesigned various community meetings and other flyers to make them more eye catching and topical.
7. The 8th Annual D.C. Housing Expo & Home Show Event program, which is a 24-page booklet that served as a guide to the events for thousands of participants.
8. Editing and design (along with IT department) of the following reports: Housing Preservation Strike Force, Inclusionary Zoning, Housing Production Trust Fund, CAPER, Qualified Allocation Plan, CHDO application package.
9. A June Housing Bloom public calendar of events, which summarized housing-related events in the month of June sponsored by various District agencies.

28. Provide a list of all policy statements issued during FY16 and FY17, to date.

Response: Administrative Order No.: AO-15-01, Dress Code for the Department of Housing and Community Development

Department of Housing and Community Development (DHCD)

29. Please list and describe any ongoing or completed investigations, studies, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY16 and FY17, to date.

Response:

<u>Audits, Investigations, Reports or Studies</u>	<u>Status</u>
Letter from Andrew Meyers to Polly Donaldson dated October 14, 2015 re: Dahlgreen Court (IDIS No. 1729) and Skyland Disposition (IDIS No. 1515) HUD OIG internal audit inquiry	On-going; DHCD is working with HUD field office to resolve all findings.
Letter from the D.C. Auditor dated January 7, 2016 to Polly Donaldson re: audit of the Housing Production Trust Fund for fiscal year 2015	On-going; DHCD is submitting requested documentation.
Annual audit of HPAP fund by SB & Company dated September 30, 2016	On-going; DHCD is submitting the requested documentation.
HPTF Internal Audit by SB & Company	On-going; DHCD is working with auditors on-site to complete interviews with division teams
CAFR Audit of Fiscal Year 2015	Completed
Annual A-133 Audit of Fiscal Year 2015 by SB & Company	Completed
CAFR Audit of Fiscal Year 2016	Pending
Annual A-133 Audit of Fiscal Year 2016 by SB & Company	Pending approval of contract by DC Council

30. Describe any pending lawsuits involving the agency.

Response: See attachment 30

Department of Housing and Community Development (DHCD)

IV. Information and Technology

31. Please describe how DHCD is currently using its website and social media to help fulfill its mission, including any improvements it has made in FY16 and FY17, to date, and plans it has to do so in the near future.

Response: In FY 2016-2017 to date, the DHCD Office of Communications increased its website and social media activity to provide stakeholders with information on DHCD programs and services, training opportunities, publications, press releases, media alerts, event and community meeting announcements.

FY 2016 Focuses

- Website:
 - Updated homepage carousel regularly to reflect current programming and events.
 - Removed incorrect or outdated materials.
 - Consistently posted press releases and events.
 - Used monthly Google Analytics reports to determine most visited webpages.
- Social Media:
 - Twitter: (a) Increased our average daily impressions and total monthly impressions from 660 average daily impressions and 20,500 total impressions for October 2015 to 2,400 average daily impressions and 70,700 total impressions for September 2016. (b) used more hashtags and graphics to generate increased engagement (i.e. retweets, likes and media views) from followers
 - #JuneHousingBloom was a month long social media campaign designed to highlight a series of events in recognition of June as National Homeownership Month and to highlight the Mayor Bowser's short- and long-term housing initiatives; the campaign received 4,300 average daily impressions and 128,400 total impressions for June 2016.
 - Live streamed DHCD events from our Periscope account and encouraged those on Periscope to retweet to their followers.

FY 2017 to Date Enhancements

- Website: Continuing an analysis of the DHCD webpage to make it more user friendly, improve the process for updating content, and enable visitors to get to their information more quickly.
- Working to reorganize DHCD website top topics and categories, streamline web pages and add more customer service features like support and feedback forms.
- Working on implementation of a GovDelivery system that will allow residents to sign up for email updates on content that is of most interest to them.
- Providing more updated reports such as the weekly report on Tenant Opportunity to Purchase Act (TOPA) Filings.
- Additional Drupal training for OCCO staff to increase the ability for updates in-house.

Department of Housing and Community Development (DHCD)

- Social Media:
 - Set up an automatic posting process so that our Twitter posts will automatically post on our Facebook page.
 - Engage our Twitter and Facebook followers to better understand their needs to target information of most interest to them and fill information gaps where needed.
 - More regular and better use of Twitter Analytics data.
 - Integrate Twitter and Facebook with upcoming GovDelivery system.

32. Please identify all electronic databases maintained by the agency, including the following:

- a. A detailed description of the information tracked within each system;
- b. Identification of persons who have access to each system, and whether the public can be granted access to all or part of each system; and
- c. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system.

Response:

QuickBase Application – DFD Pipeline

- The Development Finance Division’s Pipeline application tracks data and stores documents related to properties financed by DHCD. The application contains information on properties, projects, loans, grants, tax credit allocations, and units.
- A portion of the data is visible to the public, linked from the DHCD homepage. The primary users of the database are DHCD staff. Project managers enter and track information about their projects, and data and documents are shared across divisions. Senior staff monitor progress indicators and reports generated by the system that reflect the status of the pipeline. DHCD also shares reports and solicit input from other agencies on topics of common interest, for example, Permanent Supportive Housing.
- The District’s QuickBase license is managed by OCTO. It is web-based and is synced with the most up to date version of the system. DHCD created its DFD Pipeline application in FY13 and has continued to add content and structure since its inception. DHCD does not incur any direct costs associated with maintaining this database.

QuickBase Application - Payment Tracker

- The DHCD QuickBase Payment Tracker application was developed to adhere to the Quick Payment Act requiring the District to pay vendors within 30 calendar days (excluding legal holidays) of receipt of a proper invoice. The payment tracker does not replace any system or processes that are currently in use. It is an automated workflow management system created to gauge the performance of DHCD’s adherence to the Quick Payment Act. The application strengthens accountability by displaying information such as the number of days with a specific staff person, number of days in the agency, and the total time from receipt to disbursement.

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QuickBase Application – DFD Financing, PADD, Community Facility Applications

- In 2015 DHCD launched an online application system that allowed applicants to create and submit applications for affordable housing subsidies online.
- In 2016 DHCD significantly expanded the scope of this system to include additional programs administered by the Development Finance Division and to cover property dispositions administered by the Property Acquisition and Disposition Division (PADD).
- DHCD now uses the Online Application System to manage the following processes:
 - Affordable Housing RFPs (One in FY16)
 - Community Facilities RFPs (One in FY16)*New*
 - PADD Solicitations for Offers (6 in FY16) *New*
 - TOPA acquisition assistance program (Ongoing throughout FY16) *New*
- 174 unique applications have been created through this online application system. Since the beginning of FY 2016, DHCD has received:
 - 29 applications in response to its Consolidated RFP
 - 5 applications in response to the Community Facilities RFP
 - 18 applications in response to PADD Solicitations for Offers
 - 12 applications for TOPA acquisition assistance
- 1356 users have access to the online system, approximately triple the number at this time last year. The vast majority of these users are in the role of “Applicant.” They can create applications for financing and view applications that they have been invited to contribute to. Most have simply registered in order to receive periodic updates from DHCD.
- DHCD plans to continue to use this online system to receive applications for all future funding RFPs, SFOs, or other opportunities to request development financing from DFD.
- Modifications and improvements will be made between each RFP cycle and to accommodate the technical requirements of the programs and funding rounds administered through the system.

QuickBase Application – Key Performance Indicators

- At the end of FY15, DHCD created an internal Quickbase application to improve operations and create a more efficient means for tracking performance metrics required by the City Administrator. Prior to using a Quickbase application, one employee collected data and maintained the information in an excel spreadsheet.
- All senior leadership, policy staff, and staff responsible for data entry have access to the system.
- In the first few months of use, the application has helped DHCD streamline its KPI reporting, making inputting data more user-friendly and reviewing agency performance more accessible and transparent. Everyone at DHCD responsible for data reporting is able to view all indicators, performance progress, and notes pertaining to each measure. Another major advantage to the Application is its ability to quickly generate real-time reports and charts comparing the agency’s performance year after year.

Department of Housing and Community Development (DHCD)

- DHCD plans to continue to use this online system to track performance and plans to build off of and grow the application's capability.

QuickBase Application – Inclusionary Zoning

- During FY17, the Inclusionary Zoning (IZ) Division created a QuickBase application to better manage the household waiting list as well as IZ projects.
- The IZ Division currently manages a household waiting list of approximately 9,000 households, which is growing daily. QuickBase allows for better intake, storage and manipulation of data, as opposed to Excel, which was being used previously.

33. The Council passed the Rent Control Housing Clearinghouse Amendment Act of 2015 in Title II, Subtitle V in B21-0158, which became law effective from October 22, 2015. Please provide in detail a status update of this rent control housing database in context to the timeline as required by the legislation.

Response: DHCD has worked assiduously with the Office of the Chief Technology Officer (OCTO) and the Office of the Tenant Advocate (OTA) on this project over the past year. Initially the team did market research to determine what analogous systems existed outside of the District, identifying a similar system in Takoma Park. After this the team explored the efficiency of having OCTO develop the system in-house. After researching the problem, in August of 2016, OCTO informed DHCD that it was its “strong recommendation that DHCD contract with a third party resource to implement the solution.”

Also around August, the team became aware that the effort to update the regulations to implement the Rental Housing Act was nearing its completion. Since research revealed that the rent control system will be designed to have at its core an electronic form submission system, and the updated regulations will require new forms to be developed, the decision was made to coordinate the development of the Rent Control Housing Clearinghouse with the regulatory process. DHCD has also explored the existing DHCD systems and forms and the index of stored electronic images of historically submitted forms to determine what data are extractable and how these sources can be linked. DHCD has had multiple discussions with researchers and others familiar with the rent control data. DHCD has prepared a scope of work and is preparing to begin the contracting process for this service.

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V. Agency Programs and Policies

34. Please list each policy initiative of the agency during FY16 and FY17, to date. For each initiative please provide:

- a. A detailed description of the program;
- b. The name of the employee who is responsible for the program;
- c. The total number of FTEs assigned to the program; and
- d. The amount of funding budgeted to the program.

Response:

DC Housing Preservation Strike Force – Mayor Bowser created the DC Housing Preservation Strike Force on June 4, 2015 by Mayor’s Order. The purpose of the Strike Force is to serve as an advisory group to address actions by or with the District government to preserve existing affordable housing. The Strike Force organizational meeting was held on September 30, 2015. When its work concluded on June 3, 2016, the Strike Force had held 14 meetings and the meetings were organized around four themes.

1. Understanding the preservation need.
2. Determining what programs are available (or have been proposed) here or in other jurisdictions to preserve affordable housing.
3. Proposing policies and programs to preserve affordable housing in the most efficient and effective way.
4. Reaching consensus on recommendations to the Mayor.

The Strike Force was divided into three working groups, Finance, Policy and Operations. The working groups heard from subject matter experts, reviewing data and research and developing recommendations for consideration by the full Strike Force. In February 2016, the Strike Force provide its Interim Report to the Mayor and in November, the Strike Force released a final report that included six, action oriented, recommendations. The Mayor appointed Polly Donaldson as the Chair of the Strike Force and Danilo Pelletiere, Senior Policy Advisor served as manager of the Strike Force. Six additional DHCD staff assisted with the research, policy development and coordination of the Strike Force’s activities. No funds were budgeted for this policy effort. DHCD absorbs the cost of the Strike Force’s work within its’ existing budget and operations.

Interagency Council on Homelessness – DHCD Director continues to serve on the Interagency Council on Homelessness. In addition, the DHCD Director serves as the Co-Chair of the Housing Solutions Committee. The ICH released the Homeward DC plan on X date, 2015. The strategic plan lays out the action steps to end homelessness in DC with the goal of to making homelessness rare and brief. Director serves as a member of the ICH and is Co-Chair of the Housing Solutions Committee. Danilo Pelletiere, Senior Policy Advisor serves as the Director’s designee. Two additional DHCD staff participate and assist with the Housing Solutions Committee’s activities. No funds were budgeted

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for this policy effort. DHCD absorbs the cost of the Strike Force's work within its' existing budget and operations.

Age Friendly DC Task Force – DHCD Director continues to serve on the Age-Friendly DC Task Force. In addition, the DHCD Director serves as the Co-Chair of the Housing Domain (committee). The Age-Friendly DC Task Force's recommendations are framed by the eight domains identified and defined by the World Health Organization that impact the well-being and quality of life of persons 50 years of age and older, yet are broad enough to reflect the diversity of all who live in, work in and visit the District of Columbia. The District has added two domains that reflect the unique values, issues and challenges of District residents. Director serves as a member of the Age Friendly DC Task Force and Co-Chair of the Housing Domain. Jose Nunez, Housing Development Advisor serves as the Director's designee and coordinates the activities on behalf of DHCD. No funds were budgeted for this policy effort. DHCD absorbs the cost of the Task Force's work within its' existing budget and operations.

Housing Production Trust Advisory Board – DHCD Director convenes the Housing Production Trust Fund Advisory Board. The purpose of the Board is to advise the Mayor on the development, financing, and operation of the HPTF and other matters related to the production of housing for low to moderate-income households. The Board may review the uses of the HPTF for conformity with the purposes of the Act and the Board shall have access to records related to the HPTF to perform this review. The HPTF is a permanent, revolving fund organized and administered to facilitate the creation of affordable housing and related activities for District residents, through the provision of financial assistance to eligible nonprofit and for-profit developers. DHCD Chief of Staff and Senior Policy Advisor manage the activities of the HPTF Board along with the Director. Three additional communication or program staff assist on an as needed basis. No funds were budgeted for this policy effort. DHCD absorbs the work of the Board within its' existing budget and operations.

35. Please describe any initiatives the agency implemented within FY16 and FY17, to date, to improve the internal operation of the agency, reduce waste, fraud and abuse, or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

Response: DHCD Senior leadership team performed a top to bottom review of DHCD. DHCD strategically agreed to reduce and or eliminate its reliance on third party consultants/contractors in three main areas (underwriting, communications and temporary assistance). DHCD's workforce is has the talent and capacity to deliver the programs and services to DC residents. DHCD annually performs conflict of interest reviews per the Board of Ethics and Accountability (BEGA) standards. Also, DHCD provides integrated decision making trees to ensure that decisions are consistently evaluated across divisions and across subject matters.

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36. Please explain the impact on the agency of any legislation passed at the federal level during FY16 and FY17, to date.

Response: There were no significant impacts on DHCD from federal legislation signed into law during FY 2016 and FY 2017.

37. What District legislation has yet to be implemented by the Agency, if any? If legislation has not yet been implemented, please explain why.

Response: In FY 2016 DHCD hired a third party legal counsel (Ballard Spahr), to provide legal analysis as well as best practices from other jurisdictions related to the DC LIHTC and to advise the agency on implementation of the program. DHCD leadership is now reviewing the analysis. In addition, DHCD is working to release draft regulations for the District Opportunity to Purchase Act (DOPA) and this effort will be linked to preservation of affordable housing activities, similar to the recommendations stated in the DC Housing Preservation Strike Force Final Report. The implementation of the Home Purchase Assistance Program Amendment Act of 2015 has been announced and the proposed regulatory changes will be approved in the near term.

38. What has the agency done in FY16 and FY17, to date, to make the activities of the agency more transparent to the public? In addition, please identify ways in which the activities of the agency and information retained by the agency could be made more transparent.

Response: In FY16 and FY17, DHCD conducted workshops, hearings, symposiums, outreach engagements, ground breakings and ribbon cuttings to share more of the department's activities with stakeholders. These activities include but are not limited to:

- DHCD has, in accordance with the new Open Government legislation, published notice for the Housing Production Trust Fund Board (HPTF) meetings in the *D.C. Register*, on public display boards, the DHCD website and on social media platforms. DHCD has also procured an official court reporter to tape and transcribe HPTF meetings and agency hearings.
- DHCD operates a fully staffed Housing Resource Center, which serves as a one-stop shop for information on DHCD programs and other housing resources.
- DHCD hosted, on and off site, public meetings of the DC Housing Preservation Strike Force.
- Announcement Regarding RFP Solicitation: Announced a March 31, 2016 RFP for development projects to produce and preserve affordable housing.
- Announcement Regarding Home buyer assistance program enhancements: December 12, 2016 event that announced major enhancements to the District's homebuyer programs, including increased financial assistance and longer loan payback periods.
- Announcement regarding HPTF milestone: Participated in a October 7, 2016 groundbreaking ceremony where Mayor Bowser announced that HPTF went over the \$100 million mark.
- Pre-bid meeting on Martin Luther King Gateway project in Ward 8 in June 2016,

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- Workshops and meetings related to various solicitations on vacant and blighted properties, such as Kramer Street, and Hunter Place SE in June 2016, approximately 25 other parcels (Florida and Q, Minnesota/27, Forrester and 6th and 13th St , also in June 2016); Skyland Terrace in July 2017.
- Public Engagement Meetings:
 - Community meetings in Wards 7 and 8: Designed to solicit the communities input on housing and community development needs in those wards.
 - A community meeting to discuss the progress with the Maple View Flats/Big K project with the Ward 8 community.
 - Two community meetings to discuss the progress with the 809-813 Kennedy Street SFO.
- The 8th Annual D.C. Housing Expo and Home Show. This event—which had a record attendance of 4,000 participants— provided residents with the opportunity to:
 - Receive free credit reports and credit counseling.
 - Interact with government agencies, nonprofit community organizations, lenders, and realtors onsite.
 - Attend classes and demonstrations geared toward the aging population in the District.
 - Participate in lead prevention and mediation demonstrations.
 - Attend workshops on homeownership, home repair, and financial literacy.
 - Attend sessions on green living and urban gardening.
- The Fair Housing Symposium: An annual symposium held in April, which focused on fair housing issues and fair housing training sessions geared toward industry professionals and the general public.
- Ribbon Cuttings and Groundbreakings: DHCD participated in approximately 16 groundbreakings and ribbon cuttings.
- Exhibitions: Participated as an exhibitor in a variety of local and DC government activities, where we shared the types of services that DHCD provides to residents. Examples of activities include: DMPED Open House in January 2017, Chevy Chase Community Health Wellness and Information Fair in April 2016, and Ward 8 Senior Sling in March 2016.
- In FY17, the DHCD Office of Communications will be implementing an email update and electronic newsletter system through GovDelivery). It is also looking at adding customer support and feedback forms to the DHCD website.
- In FY16 – FY17 to date, the DHCD Office of Communications almost doubled the frequency of press announcements related to DHCD services, such as RFPs, new funding sources, and closings of affordable housing projects—from the FY14-FY15 period.

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39. Please describe how the agency solicits feedback from customers.

- a. What has the agency learned from this feedback?
- b. How has the agency changed its practices because of this feedback?

Response:

- In FY16 and FY17 DHCD held a series of community meetings to solicit input on the Consolidated Plan, the Annual Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), and the National Housing Trust Fund. This feedback helped to shape agency priorities regarding on housing and community development needs in the District.
- DHCD distributes surveys at each education series session, pre- and post-Housing Expo to seek public comment and feedback.
- DHCD responds to correspondence to the Mayor regarding its programs and housing and community development in relation to its mission.

- a. What has the agency learned from this feedback?

Response: While each interaction and information collection process is different, DHCD learns a great deal from its public feedback. The first thing DHCD learns is about how customers are using its programs and the challenges and successes they are having in doing so.

For example, after each consolidated RFP and the introduction of the new on-line RFP application process, feedback sessions have provided insight into how the process can be further streamlined. The second broad area of learning has to do with policy and spending priorities. During the HUD Consolidated Plan hearing process we heard from many recipients and providers of small business assistance about the importance of the program and concerns about what appeared to be a small amount of allocated federal funds. This led to a more explicit mention of these programs and their funding in the plan submitted to HUD. The third area in which DHCD learns from the feedback it receives is where it can provide more information about its programs and projects. Finally, DHCD learns what it does well. Again the on-line RFP was very well received and the feedback helped us continue to make progress in this area.

The feedback DHCD receives is also used to help shape strategies and priorities. DHCD also shares what we learn from stakeholders with other development partners to help initiate new discussions and ideas for interagency initiatives and collaboration.

- b. How has the agency changed its practices because of this feedback?

- Feedback from our Education Series sessions caused DHCD to realign our scheduling to accommodate working residents. DHCD designed the 2016 calendar to include evening sessions and two Saturday College sessions.

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- Feedback from the Housing Expo surveys provided DHCD staff with suggestions on information sessions and speaker selections.
- Going forward, DHCD plans to use more electronic surveys to both solicit and analyze/measure feedback.

Housing Development Pipeline

40. Please provide the following **in an Excel spreadsheet**:

- a. List of all DHCD projects that closed in FY16
- b. List of all DHCD funded projects that came online in FY15, FY16, and FY17 to date, the addresses of these projects by Ward, and the number of units in each of these projects by AMI level

Response: See attachment 40.

41. Please describe the current underwriting practices of the agency and what changes have been made in FY16 and FY17, to date to improve the practices.

Response: Project underwriting comprises the entire process from selection of the project to closing. Projects come into the pipeline in one of several ways:

- Through the Consolidated Request for Proposals (RFP);
- As Tenant Opportunity to Purchase Act (TOPA) acquisitions;
- Through DHCD's Property Acquisition and Disposition Division (PADD), if funding is requested in conjunction with a PADD property disposition; and
- Through the Director's Special Initiative, as authorized in the Low-Income Housing Tax Credit Qualified Allocation Plan.

DHCD's Development Finance Division has two teams of project managers who are responsible for underwriting affordable housing projects. Project managers evaluate the project risk and benefit to the District, borrower risk, experience, and capacity, and many other factors. Based on an analysis of detailed construction, development, and operating budgets, as well as supporting documentation about the project and the team, DHCD project managers determine the appropriate loan or tax-credit amount for which the project will be considered.

Project managers present the proposed terms of the assistance package (loans, grants, and tax credits) to an inter-agency Loan Review Committee, which approves or disapproves the proposal. If approved, the project is assigned to a DHCD attorney.

When a project is approved by the Loan Review Committee, the assigned attorney drafts a Conditional Letter of Commitment, which is executed by DHCD and the borrower. The borrower then completes a series of conditions required prior to closing, such as obtaining building permits, letters of commitment from other sources, signing the construction contract, etc. Meanwhile, the assigned attorney prepares loan documents.

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Parallel to the process described in the previous paragraph, the DHCD project manager prepares a compliance checklist for the agency's Office of Program Monitoring (OPM). OPM reviews the proposed project for compliance with all applicable Federal and local laws, on subject matter such as fair housing, affirmative action, relocation, green building, and environmental and labor standards.

Prior to closing, projects receiving at least \$1 million in assistance from DHCD are submitted to the Council of the District of Columbia for review. Once the OPM checklist is complete, all conditions precedent to closing have been satisfied, and Council approval has been obtained (if necessary), a closing date is scheduled for the project and DHCD's loan documents are executed and funds are obligated.

FY16 and FY17 to date improvements

The Development Finance Division implemented the following improvements:

- Online Application System—In FY15, DFD began receiving financing applications for to the Consolidated RFP through an online application system, built in-house. DFD expanded the online system to accept TOPA acquisition applications on a rolling basis. This allows for a much more efficient review process. It also allows the division to streamline its underwriting process, as checklists can be built and moved within QuickBase and shared across divisions and with the borrower.
- Project Database—DFD continued to improve and maximize use of its online database for daily underwriting and project management functions. The QuickBase Project Pipeline Database is used to track key milestones and record progress in moving projects to closing. The increased use of this database has resulted in better communication across DHCD divisions, across the administration, and with the public.
- Adoption of a Peer project review group for consistency in applying underwriting standards
- Problem-solving dated Projects—DFD has conducted a thorough review of dated projects and initiated action along with our applicants to move these projects towards closing.

42. Is DHCD tracking the valuation of LIHTC and how it can affect the amount of HPTF or other subsidy required?

Response: DHCD is closely tracking the Low Income Housing Tax Credit (LIHTC) market. After the November 2016 election, speculation about corporate tax reform has impacted the value of tax credits and, therefore, the equity raised per dollar of LIHTC. Based on information from borrowers and financial industry partners, there has been about a 10 percent decrease in tax credit pricing which has created new funding gaps for projects. DHCD has taken two steps in response to market changes. DFD works closely with borrowers to close tax credit projects with pre-election tax credit equity commitments, closing a number projects by the end of February 2017 to avoid repricing and new funding gaps. DHCD is also exploring actively surveying projects in its pipeline

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about emerging funding shortfalls and using these responses to shape more programmatic responses if specific patterns or trends emerge from the data. This process will produce two benefits: (1) to better understand the current status of the tax credit market and (2) to help DHCD identify the appropriate resource response to move the projects to closing.

Federal Funding (CDBG/HOME/LIHTC)

43. What are the current fiscal year uses for Community Development Block Grant (CDBG) funds?

Response: DHCD will use its CDBG funding in FY17 for activities that revitalize neighborhoods, promote economic development, promote housing opportunities and improve community facilities, infrastructure and services in low-moderate income communities as outlined in DHCD's FY 2017 Action Plan. CDBG funds are the District's most flexible federal resource, and can be used for both housing projects and non-housing community development activities.

44. Please describe how CDBG funds will be used in FY17, and what changes are being considered for the CDBG funds?

Response: DHCD will engage in activities as described above and stated in the AP38 Project Summary of DHCD's FY 2017 Action Plan (To view the Action Plan submitted to HUD see <https://dhcd.dc.gov/service/consolidated-plan-housing-and-community-development>) . Furthermore DHCD has expanded partnerships and collaboration with other District agencies as described below:

- Affordable housing rehabilitation and new construction of the redevelopment of the former Walter Reed Army Medical Campus, following the early 2000's decommissioning of the U.S. Army Base Realignment and Closures, for the construction of "last resort" homeless housing, and for three month emergency rental assistance for families in section 8 housing threatened by violence.
- Providing housing counseling services and small business technical assistance, façade improvements utilizing DHCD's community based partners.
- Home Purchase Assistance Program- Expansion of HPAP program utilizing an additional administrator to assist more individuals and families to become homeowners in the district.
- Providing financing to produce, expand, or enhance community facilities, which include service-oriented facilities (i.e., housing counseling centers, small business technical assistance centers), urban agriculture, facilities targeted to special needs populations (i.e., day care centers, senior centers).

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- Implementing a Single Family Residential Rehabilitation (SFRRP) Critical Home Repair Initiative (CHRI) through the selection of an administrator in a spring 2017 RFA.
- Department of Public Works Alley Beautification project -This project includes the removal of illegal dumping, abandoned vehicles, trash, foliage overgrowth and debris that causes rodent infestations and makes it impossible for DPW routine trucks to get through to pick up household trash. This project with DPW and DHCD is the first project ever between the agencies to improve neighborhoods in the District of Columbia.
- The DC Office on Aging (DCOA) – This program “Safe at Home” offers home accessibility adaptation grants to DC residents for the purpose of reducing the risk of falls and barriers that limit mobility for persons 60 years and older and persons 18 years or older living with a disability.

45. What funds will be available from CDBG in the 2017 Notice of Funding Availability?

Response: To be determined

46. Please describe how HOME funds are being used in FY17, and what changes are being considered for HOME funds?

Response: As noted in the Consolidated Plan, DHCD plans to commit HOME funds in FY17 to finance the rehabilitation and construction of multifamily affordable rental housing and provide homeownership opportunities. DHCD will fund organizations certified and designated as Community Housing Development Organizations (CHDOs as required by the HOME regulations).

47. What funds will be available from HOME in the 2017 Notice of Funding Availability (NOFA)?

Response: To be determined

48. What are DHCD’s plans for using HOME funds as operating funds for Community Housing Development Organizations (CHDOs)? If so, please describe how it has been used.

Response: DHCD will provide CHDOs with Operating Assistance if requested and based upon the pipeline of projects presented to the agency. DHCD has not recently received requests for CHDO Operating funds for HOME eligible projects.

49. Please provide the Committee with a status update on the District’s Qualified Allocation Plan (QAP) and the rules and regulations affecting the use of tax credits.

Response: In FY 2016 DHCD received authorization to hire a third party legal expert (Ballard Spahr) to provide legal analysis and national best practices and assist in writing

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the QAP. Throughout FY 2016, DHCD worked with Ballard Spahr to develop the draft QAP and it is in process for final approval and release to the public in next 30 -45 days.

50. Please describe in detail DHCD's efforts to fulfill the requirements of HUD's Affirmatively Furthering Fair Housing rule promulgated on July 16, 2015.

Response: Affirmatively Furthering Fair Housing (AFFH) is a legal requirement that recipients of federal funding comply with the Fair Housing Act, which has been in place since 1968. The 2015 AFFH rule outlines HUD's required planning structure for communities to take

“meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all of a program participant's (the District's) activities and programs relating to housing and urban development.”

DHCD has reviewed HUD's AFFH rule and developed a timeline for compliance with the mandated Assessment of Fair Housing (AFH). The AFH replaces the previous Analysis of Impediment's (AI). DHCD anticipates submitting its first AFH to HUD prior to submitting the next HUD Consolidated Plan in 2021. This timeline provides for necessary coordination with District partners and community engagement.

51. What are DHCD's plans to level the playing field in terms of nonprofits' competitiveness in scoring and to further incent for-profit and nonprofit partnerships under the consolidated RFP?

Response: DHCD's recent Consolidated RFPs have provided prioritization points for non-profit participation in the ownership structure of a project. The most recent Consolidated RFP included 2 prioritization scoring points for non-profit participation out of 70 total prioritization points. In order to ensure substantive non-profit participation, points are only awarded for projects in which a non-profit organization has effective project control during project development and throughout the affordability compliance period. Approximately half of the projects selected through the last two Consolidated RFPs have been led by non-profit developers.

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Tenant Opportunity to Purchase (TOPA)

52. How many buildings completed a TOPA purchase FY16 and FY17, to date?

Response:

Three (3) buildings accessed DHCD financing to complete a TOPA purchase in FY16. No TOPA projects have close to-date in FY17. Thirteen (13) TOPA projects that applied for DHCD financing in FY15, FY16, or FY17 are currently in DFD's pipeline.

53. How many buildings began the TOPA process in FY16 and FY17, to date, but have yet to complete the purchase?

Response: In FY 16, there were 50 properties where a tenant organization registration application and a statement of interest in purchasing were filed. Thirteen (13) TOPA projects that applied for DHCD financing in FY15, FY16, or FY17 are currently in DFD's pipeline.

54. Please describe any issues/problems that have come to your attention regarding the implementation of the TOPA law or apparent attempts by housing providers to circumvent TOPA.

Response: DHCD is not an enforcement or investigative agency. DHCD provides financial and technical assistance to tenant groups that are threatened with displacement due to the sale of their apartment building. With DHCD's assistance, the tenant groups are able to purchase the building and convert the units into cooperatives or condominiums. DHCD also administers the Tenant Opportunity to Purchase Act (TOPA) filing process, assuring that procedures are followed and the appropriate documents are filed by housing providers.

55. Please provide an update to the Committee on the status of drafting all components of the regulatory scheme to implement the District Opportunity to Purchase (DOPA) Program and a projected first publication date as well as the estimated final effective date.

Response: The DOPA regulations are largely drafted and complete. DHCD expects publish the draft DOPA regulations for public comment in the next 120 days and plans to implement DOPA as part of its implementation of the Housing Preservation Strike Force Recommendations in FY 2017 and FY 2018.

56. What obstacles are there to DHCD beginning to implement DOPA purchases, other than the promulgation of DOPA regulations?

Response: There are no obstacles to implementing DOPA purchases other than the promulgation of regulations and DHCD expects to implement the program as part of implementing the recommendations of the Housing Preservation Strike Force supported by a new preservation unit within the agency.

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57. When does DHCD expect to make its first DOPA building purchase? How many DOPA building purchases are expected each year from FY17-FY20?

Response: DHCD expects to make its first DOPA purchase in conjunction with implementing the recommendations of the Housing Preservation Strike Force and the establishment of a preservation unit within the agency. Because preservation is episodic and driven by the characteristics of the properties that are brought to market or become distressed outside of government action, it is difficult to estimate expected purchases. One of the duties of the preservation unit will be to develop and prioritize a pipeline of projects that are DOPA eligible and possible targets of the program.

Home Purchase Assistance Program (HPAP)

58. How does DHCD plan to work with the Council and HPAP stakeholders to bring HPAP guidelines more in line with private industry standards?

Response: DHCD has announced enhancements in response to the implementation of the Home Purchase Assistance Program Amendment Act of 2015. This includes increasing the amount of down-payment assistance from \$40,000 to \$80,000 and deferred payments for lower income recipients, those with incomes below 80% of AMI until the house is sold, no longer owner occupied, or refinanced. The program has also added a second administrator, the DC Housing Finance Agency, which should increase the rate at which applicants can benefit from the program and also enhance coordination with the HFA's menu of homebuyer assistance products.

In addition, DHCD HPAP has established underwriting eligibility, loan documentation, and settlement practices consistent with industry standards for community lending programs. The overlays of the HPAP program on top of Fannie Mae and Freddie Mac (GSE) requirements involve minimum credit score and debt ratio standards which support the unique program process needs. The DHCD HPAP staff and the HPAP Administrators work with HPAP stakeholders through regular communication on individual transactions, making reasonable accommodations and interpretations of guidelines, and through industry forums including CNHED working groups and Lender/Realty/Title representative discussions hosted by the Greater Washington Urban League. The HPAP guidelines are treated as guidelines, and will continuously seek adjust and leverage the industry adopted practices which reflect the GSE automated underwriting experience.

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59. Is the underwriting process/guidelines for HPAP currently available online for the public to see?

Response: The HPAP underwriting guidelines are available at the Greater Washington Urban League website, based on the GWUL responsibilities as HPAP Administrator. https://www.gwul.org/docs/hpap_ehap_eligibility_underwriting_guidelines.pdf. The GWUL has the responsibility to explain these to lenders, realty professionals and applicants. As DCHFA HPAP Administrator role becomes activated, DCHD will work with DCHFA to provide similar information on their website as well.

60. What has DHCD done to improve HPAP loan repayment servicing?

Response: DHCD is working with AmeriNet, its loan servicers, on several correspondence and servicing changes to better meet the needs of HPAP customers. In particular: (i) better tracking of delinquent borrowers through consistent annual residency monitoring, and (ii) better identification of DHCD by developing correspondence which utilizes language that compels borrowers to recognize important mail related to the HPAP program, including making sure the name “Department of Housing and Community Development” is on the front of the envelope and on the letter in addition to the AmeriNat contact information.

61. How much money are you receiving yearly in HPAP repayment?

Response: In FY 2016, \$5,988,695.03 was received in HPAP repayments.

62. How much of that money is from monthly repayments and how much is from repayments of the total HPAP amount?

Response: In FY 2016, \$1,853,514.71 was received in monthly HPAP repayments and \$4,135,180.32 was received in HPAP loan payoffs. The repayments were the result of collections from 2,107 HPAP loans

63. How long does it take for DHCD to re-subordinate a HPAP or HPTF loan for a regular refinance?

Response: The DHCD review and document preparation process has traditionally taken 45 to 60 days upon receipt of all required documents from the requesting lender or borrower. Currently, the DHCD review and document preparation process takes 30 to 45 days upon receipt of all required documents from the requesting lender or borrower.

64. What has been done by DHCD to fix funding issues at the beginning of the fiscal year to ensure that HPAP funding is always available?

Response: In order to address liquidity issues in the program’s administration, DHCD has added a second HPAP Administrator, the DC Housing Finance Agency, to supplement the capacity of the Greater Washington Urban League (GWUL) and reduce

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the cash liquidity challenge related to the District government's funding suspension at the switch over of fiscal year budgets. The funding issues at the beginning of each fiscal year relate to the suspension of re-imbursing by the District as new fiscal year budgets are loaded. As a cost reimbursable grant, the HPAP Administrator relies on cash flow from the District's purchase of prior month's closings to replenish lending capital for the next month. Lines of credit provide limited working capital for operating costs and loan closings, which has caused prior year delays in HPAP closings. DHCD will work with the two HPAP Administrators on balancing relative strengths to ensure funding availability in October 2017 as the re-imbursing system transitions from FY2017 to FY2018.

65. What is the max income limit for federal funds? Is it lower than the HPAP income chart? If yes, how will you manage funding to ensure all HPAP borrowers can settle?

Response: The maximum income limit for CDBG is the '80% Uncapped' income limit, which is represented on the HPAP Assistance Table as including all the Very Low and Low Income tiers.

Employer-Assisted Housing Program (EAHP)

66. Please outline the step by step procedure for this program from the time of application to the disbursement of funds.

Response: District government employees eligible for EAHP down payment loans follow essentially the same process as all HPAP applicants, and a majority apply for both programs simultaneously.

The process starts with attending an orientation session with one of the four Community Based Organizations (CBO) to learn about the program and the documentation needed for application.

Candidates then schedule an application session to provide the documentation and complete the application. The application and supporting documents are submitted to the HPAP Administrator, the Greater Washington Urban League, by the CBO, and a letter of eligibility is issued by the GWUL directly to the applicant.

Applicants must attend an 8 hour home buyer training conducted by the CBO. The instructions package included with the Notice of Eligibility (NOE), and the monthly NOE counseling session conducted by the GWUL, provide guidance on the next steps. The applicant needs to identify and enter into a contract on a property and submit the contract to the GWUL for review of affordability. The applicant also must have a satisfactory home inspection completed and delivered to the GWUL.

The applicant obtains a preapproval from a lender, who will then document and submit their final approval package on the loan to the GWUL for review and scheduling of settlement. The GWUL will ensure the loan and property meet the EAHP program requirements, and

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coordinate scheduling of the settlement funding with the first trust lender. The borrower’s loan documents are recorded by the title company, returned to the GWUL and then delivered to DHCD. The borrower’s EAHP loan is a deferred loan, requiring no monthly payments as long as the property remains owner occupied. In the event the borrower no longer occupies, a repayment is triggered over five year period, and if the property is sold, the loan is paid out of sales proceeds.

67. Please provide the number of applications, closings, the funds distributed, and average purchase price for the EAHP program for FY15, FY16 and FY17 to date.

Response:

Employer Assisted Home Purchase Program

	Applications	Closings	Dollar Volume of EAHP Assistance	Avg Price of Homes Purchased
FY2017, 4 mo	61	27	\$288,677	\$272,400
FY2016	158	91	\$965,066	\$309,846
FY2015	138	60	\$655,000	\$257, 921
All years	357	178	\$1,908,743	\$286,663

68. Please provide the statistics for the pool of EAHP recipients in the following categories:

- a. Age
- b. Gender
- c. Ethnicity
- d. Household size
- e. Income

Response:

EAHP Recipients by Average Age, Gender, and Average Income

	Avg Age	F - M %	Avg Income
FY2017, 4 mo	39.0	70% - 30%	\$40,682
FY2016	38.2	56% - 44%	\$68,890
FY2015	39.6	70% - 30%	\$59,804
Aggregates	38.8 yr	63 - 37	\$ 61,549

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EAHAP Recipients by Race and Ethnicity

	Race/ Ethnicity			
	African American	White	Hispanic	Pacific Islander
FY2017, 4 mo	23	1	3	0
FY2016	78	6	6	1
FY2015	56	3	1	0
Aggregates	157	10	10	1
%	88%	6%	6%	1%

EAHAP Recipients by Household Size

	Household Size				
	1	2	3	4	5+
FY2017, 4mo	7	9	2	4	5
FY2016	38	23	15	8	7
FY2015	24	26	6	3	1
Aggregates	69	58	23	15	13
	39%	33%	13%	8%	7%

69. What is the breakdown of purchases by Ward from EAHAP recipients for FY15, FY16, and FY17 to date?

Response:

EAHAP Recipients by Ward

Year	Ward							
	1	2	3	4	5	6	7	8
FY2017, 4mo	1	0	0	3	4	0	10	9
FY2016	2	1	1	2	9	2	43	31
FY2015	3	2	0	0	6	0	29	20
All years	6	3	1	5	19	2	82	60
Percent of total all years	3%	2%	1%	3%	11%	1%	46%	34%

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70. Why has the appropriation for this program varied so dramatically over the last 5 years?

Response: The EAHP program has responded to demand, with funds reprogrammed as needed to meet demand. Variability in demand reflects the underlying housing choices of the participants. No EAHP applicant has been denied funding due to availability of funds.

71. What does DHCD do in terms of outreach to advertise this program to District government employees?

Response: Information about the EAHP program benefit is made available to District employees through the DC government human resource materials and presentations on benefits, as well as through the channels utilized for HPAP promotion. DHCD, the HPAP Administrator and the CBOs involved in the HPAP program included EAHP information in all public forums and trainings. The website for DHCD and the Greater Washington Urban League include EAHP information alongside all HPAP information, and in all trainings and communications with lender and real estate professionals.

Single Family Residential Rehabilitation Program (SFRRP)

72. The Single Family Residential Rehabilitation Program has typically been undersubscribed and has had significant delays. Can you provide an update of DHCD’s efforts to reform and streamline?

Response: The Single Family Residential Rehabilitation Program has received 27 applications through January 31, 2017. On an annualized basis this represents a 12.5% increase over the number of applications received in FY 2016 (69). With the program budget currently at \$1.2 million, we believe that 70-75 applications received per year will spend the budget. The program has successfully refined its application and internal approval process, and has eliminated any backlog. Our partnership with the Office of Aging, which created the Safe at Home program, has provided additional home repair opportunities for seniors and special needs households. For the remainder of the year the program will focus on the construction process for the grant and loan agreements now in place for customers. Finally, the program is anticipating the issuance of a Critical Home Repair solicitation which will retain a partner which can provide expedited repair for deteriorated roofs and other emergency repair circumstances.

73. How many seniors applied for the SFRRP in FY15, FY16 and FY17 to date?

Response:

Senior Applicants to the SFRRP, recent years

Year	Number of 65+ Year Old Applicants
FY 15	55
FY 16	48
FY 17 to date	27

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74. Does DHCD have a target time to get a SFRRP from application to project completion? If so, what is it? If not, what was the average time from when a SFRRP application submission to project completion?

Response: SFRRP completes most projects in four to six months, which includes a compliance review of the contractor in accordance with District law, permitting if necessary, and time for the contractor to obtain materials and complete the renovations. Over the past year the construction team has aggressively worked to complete a number of old projects and outlier projects which had been in process for some time, reducing the backlog to zero.. Our process goal is to reduce that timeframe for project completion to 60 days for roof replacement and 90 to 120 days for disability modifications and large home repair projects. To accomplish this goal, we are working to expand our pool of contractors and engage a program administrator.

75. What steps has DHCD taken to integrate the growing needs of affordable senior housing into a citywide plan?

Response: The programmatic vision of DHCD home preservation activities, particularly for seniors, is to provide a continuum of assistance which meets the needs of low and moderate income households. This will include: targeted home rehabilitation, providing code compliant household health and safety measures, special needs refitting of households, and providing a healthier home environment reflecting current technology, for seniors and children. The rebuilding and refinement of our respective Single Family Residential Rehabilitation, and Lead Safe Washington programs will lead the way in this regard. They will be accompanied by our Safe at Home Program and our new Healthy Homes Program. All of the above activities can significantly benefit seniors in aging in place in homes that they own or occupy. In homeownership, our Development Finance Division will tap its significant resources to aggressively develop more senior housing through its RFP process.

76. Many seniors need assistance navigating the various affordable housing programs available in the District. This community typically struggles with access due to lack of computer access and training. Are there any staff dedicated to outreach and support for this population in identifying and searching for appropriate housing?

Response: Staff members at our Community Based Organizations provide outreach, application intake, counseling, and training related to all of our programs and for any housing issue. These organizations are able to serve all populations of the District of Columbia, and many of them have completed training targeted for senior counseling. In addition, DHCD and the CBOs work ongoing with the Office of Aging, on direct referrals to our programs, and most recently with the Safe at Home Program. Finally, many of our completed Development Finance Division projects provide senior housing, and we tap the resources of the CBOs and OA to make these opportunities available.

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Small Business Technical Assistance (SBTA)

77. How has DHCD coordinated its funding for SBTA in partnering, managing or collaborating with other District agencies that serve small businesses?

Response: The Small Business Working Group, a collaborative of DMPED, DMGEO, DSLBD, DCRA, DOEE, DOES and DHCD, created in the first quarter of FY 2017, meets quarterly to increase the District’s effectiveness to support entrepreneurs, makers, existing and new small businesses through greater interagency focus. The Group utilizes “Slack” a cloud-based team collaboration tool that enables us to move projects forward by bringing the right people, conversations, tools, and information you need together.

We support the efforts of Great Streets through our CBOs assisting small businesses in completing Great Street grant applications. NBAP and our CBOs have had several briefings/trainings with Great Streets to learn how to better promote the program and service the small business community in applying for the grant. NBAP and Great Streets are exploring how our Storefront Façade Improvement Program can better coordinate to maximize the construction/rehab components of each grant.

Additionally, we support and participate in the efforts of DISB’s D.C. Financial Literacy Council. In late FY15 and early FY16, NBAP along with our SBTA CBO partners participated in DISB’s DC Market Survey of the Unbanked/Under-banked Households and Small Business Access to Capital efforts. CBOs participated in Small Business Market Survey Advisory Group and eventually assisted in administering surveys in their respective service areas and greatly contributed to DISB’s effort.

During the DHCD Expo, most of the above mentioned agencies are important contributors/participants with workshops and consultations to entrepreneurs and small business. For the FY2016 Expo, DHCD expanded SBTA interactions for the public and continues to plan such for FY2017 as well as highlighting CBO channeled small business and entrepreneurial success stories

78. What steps has DHCD made to streamline its RFP application submission process?

Response: DHCD reduced the required submitted copies from nine (9) to two (2), one original and one copy, and the application could be completed electronically. The grant review panel process was performed through teleconferencing and sharing applications and other forms through Dropbox. The review panel process was completed in two weeks and the NBAP team review was completed two days later. Recommendations were forwarded to senior management the following day.

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79. How many of the organizations that received an SBTA award for FY16 or FY17 have an executed P.O. number?

Response: As of the date of this questionnaire, 25 of 29 organizations awarded in FY16 and FY17 have executed P.O. numbers, and the remaining 4 will have them once they have completed their legal review.

80. What was the total amount awarded to SBTA organizations in FY17?

Result: The total amount awarded to SBTA organizations in FY17 is \$3,241,458.00. There are 14 Community Based Organizations (CBOs) who are grantees.

81. How many small businesses did the SBTA provider organizations serve across the District and by Wards in FY16 and FY17?

Response: See attachment 81

Affordable Dwelling Units and Inclusionary Zoning Units

82. What is not working in the current ADU settlement process? How does DHCD plan to work with stakeholders to standardize and streamline the ADU settlement process? Please be specific.

Response: In general the ADU settlement process for individual units appears to be working well. We have heard that purchasers also receiving HPAP down payment assistance sometimes encounter delays during the HPAP approval process, but we know that will be improved with the addition of the DC Housing Finance Agency as an additional program administrator. DHCD is also working to streamline the HPAP process and better align the income requirements and procedures between the HPAP and ADU programs. DHCD is working with the community based organizations to ensure that the housing counselors are sufficiently trained and all using the same income calculation formulas and definitions.

83. How many ADUs were sold in the past year? How many are in the pipeline?

Response: During fiscal year 2016 (October 1, 2015 – September 30, 2016), there were 32 ADUs sold, which does not include the sale of 3 ADUs at market price, since they were no longer affordable.

84. How many ADU and IZ buyers utilize HPAP?

Response: 18 of the 32 ADU buyers utilized HPAP and 22 of the 33 IZ buyers utilized HPAP. Of the 22 IZ HPAP households, 2 also benefited from EAHP.

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85. Has a process been set-up for the recapture of HPTF funds used to create for-sale units? How will DHCD work with stakeholders to ensure it is understandable and conforms to lending requirements and practices?

Response: When HPTF dollars are used to finance homeownership projects, a portion of the HPTF funds are resubordinated to the future homeowner upon sale. DHCD drafts and subsequently executes the tri-party document between the developer, DHCD and the new homeowner to ensure compliance with lending requirements and practice.

86. Last year, the agency submitted a response regarding the resale formula that noted that DHCD did not anticipate simplifying or streamlining the formula. Has there been any changes to this position? Additionally, please provide the Committee a status update on the creation of a web-based resale calculator that was mentioned in the answers last year.

Response: DHCD still has no plans to simplify or streamline the resale formula, but is working with its communication division to create the web-based resale calculator as part of DHCD's overall website revision.

87. Please describe the process of enforcement by DHCD of ADU owners who have defaulted on their loans and/or condo fees.

Response: DHCD is not a lender of record, so does not normally receive notice of foreclosure or liens against ADU or IZ units.

88. Please provide a timeline for the implementation of the latest proposed regulations.

Response: DHCD has re-started the process and created an inter-agency team consisting of DHCD, OP, DCRA and DMPED to review and revise the latest proposed regulations, incorporating the previous draft, comments received from the public and the recent ZC changes. DHCD plans to submit the latest proposed regulations to OPLA in March, 2017, with the goal of adopting them in conjunction with the ZC changes, set to take effect June 5, 2017. DHCD has also provided a draft statutory amendment to OPLA of the Inclusionary Zoning Implementation Amendment Act of 2006, to incorporate the ZC changes.

89. Currently, there is no way to control rapid condo fee increases after an IZ owner purchases their unit. How does DHCD plan to deal with this issue to ensure that owners do not get priced out of their units?

Response: The current method for protecting IZ owners from rapidly increasing condo fees is to over-estimate the condo fee during the initial purchase. When DHCD sets the maximum purchase price schedule, it includes a condo fee assumption along with assumptions for mortgage interest rates, real estate property taxes and hazard insurance on single family units.

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DHCD analysis shows that the assumed initial condo fee for IZ units exceeded the actual initial condo fee by an average of 84 percent. Removing one outlier property raises the average to 98 percent, meaning that DHCD condo fee assumptions are nearly twice the actual initial amounts due and paid.

Ultimately, this over-assumption creates an affordability buffer, suppresses the initial, maximum purchase price and helps owners afford the unit over a longer period of time (if not the life of owning the unit).

90. What oversight does DHCD conduct to prevent ADU owners from renting their units in a manner contrary to their ADU obligations?

Response: Currently, there is language in the standard Affordable Housing Covenant advising unit owners that they may not lease an ADU without DHCD's prior written approval and there is language in the deed referring to the covenant. In addition, DHCD staff monitors sites such as AirBnB to ensure that ADUs are not being rented. On a few occasions ADUs have been found to be rented, and DHCD has taken steps, in conjunction with OAG, to notify the owner of the violation and in 1 instance was successful in collecting the amount of rent received by the owner. If 'ADU' is intended to include IZ units, in addition to the above, the household is required to sign a Declaration of Eligibility, which requires them to declare, under penalty of perjury, that the household intends to occupy the unit as its principal residence and will not allow the extended occupancy of anyone not listed as part of the household.

Property Acquisition and Development Division (PADD)

91. What is DHCD's inventory of vacant and/or blighted properties under this program? Please provide a list of addresses by ward and square footage.

Response: See attachment 91

92. How long is a property typically in the PADD inventory? What is the longest time a property has been there?

Response: The median holding period for PADD properties with available acquisition dates is 1028 days. Of properties with available acquisition dates, the longest a property has been in in the inventory is 7126 days.

93. What is the process for disposing of a PADD property? How long does the disposition process take?

Response: Currently, there are several means of disposing of PADD properties 1) Solicitation for Offers (SFO) 2) Lottery 3) Competitive Negotiated Sale and 4) Auction. The primary means of disposition is SFO, which takes about 1-2 years from SFO issuance to closing.

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94. How many PADD properties were disposed of in FY15, FY16, and FY17 to date?

Response:

- FY15 - 39 parcels issued via Solicitation for Offers (SFO)
- FY16 -30 parcels issued via SFO, 28 parcels executed PDA, 1 parcel closed
- FY17 to-date- 6 parcels issued via SFO, 4 parcels executed PDA, 4 parcels closed

95. What is the system for maintaining the properties?

Response: DHCD has a Memorandum of Understanding (MOU) with the DC Housing Authority to maintain, repair and stabilize all properties in the PADD inventory. The typical maintenance cycle takes approximately two weeks.

96. Are there profits that result from these dispositions? What is done with the funds acquired from these dispositions?

Response: Yes, sometimes there is income generated by the sale of PADD parcels. All proceeds from sale of PADD properties are treated as program income, reconciled and reallocated throughout DHCD.

97. What are the future plans for the program?

Response: PADD plans to move forward with executing on dispositions and property transfers that will reduce PADD's inventory of parcels by approximately 50% by the end of fiscal year 2017, with the remaining inventory to be disposed of or transferred by the end of fiscal year 2018. Additionally, PADD will complete the restoration of the historic houses being relocated as part of the Maple View Flats (Big K) project.

VI. Housing Production Trust Fund (HPTF)

98. Please attach a copy of the statutorily required HPTF Annual Report for FY14, FY15, and FY16.

Response: See attachment 98.

99. Please provide the amount of money spent on administration of the fund in FY16. Please include the total number of FTEs and a breakdown of expenditures.

Response: See attachment 99.

100. Please indicate the balance remaining in the HPTF for FY16 and FY17, to date.

Response: See attachment 100.

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101. Please indicate the total amount of funding in the HPTF for FY16 and FY17.

Response: See attachment 101.

102. Please identify all sources of HPTF funding and the amount from each source.

Response: See attachment 102.

103. How many applications did HPTF receive in FY16 through FY17 to date?

- a. Please provide a breakdown for each year.
- b. Of these applications, how many applications were approved?
- c. How many applications dropped out?

Response:

- a. In 2016, DHCD received 29 applications through the FY16 Consolidated RFP. DHCD has not yet released the FY17 Consolidated RFP. DHCD also received 9 TOPA acquisition applications in FY16 and has received 3 TOPA acquisition applications thus far in FY17.
- b. 13 of the 29 applications received through the FY16 Consolidated RFP were selected for further underwriting. All 12 of 12 TOPA applications were accepted into the pipeline.
- c. To date, none of the selected applications have dropped out.

104. Please provide the total amount used for:

- a. Preservation
- b. Acquisition
- c. Construction, development, and redevelopment
- d. Permanent Supportive Housing (PSH)
- e. Housing for persons at 0-30 percent of AMI (not including PSH)
- f. Housing for persons at 31-50 percent of AMI
- g. Housing for persons at 51-80 percent of AMI

Response: Note: Note these categories are not mutually exclusive. The projects that are included in the calculation for each category are listed below the total)

- a. Preservation
\$ 37,709,804 Total
 - The Homestead Apartments - \$5,030,000
 - Luzon Tenant Association - \$5,146,754
 - The Barlee Tenant Association - \$3,667,522
 - Maycroft Redevelopment Project (Acquisition) - \$7,536,648
 - Blair Road Project - \$434,240
 - Kara House - \$1,451,564
 - N Street Village - \$2,483,222

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- Hope and a Home Scattered Sites II - \$639,044
 - 1314 K Street SE Cooperative (Rehab) - \$558,501
 - Parkchester Apartments - \$6,413,410
 - Manna Brightwood TOPA Pool - \$2,743,673
 - 4000 Kansas - \$724,542
 - Pleasant Park - Additional Financing - \$125,400
 - 3200 Thirteenth Street SE Re-Acquisition - \$175,000
 - NCCLT Workout - \$580,285
- b. Acquisition
\$ 21,380,924 Total
- The Homestead Apartments - \$5,030,000
 - Luzon Tenant Association - \$5,146,754
 - The Barlee Tenant Association - \$3,667,522
 - Maycroft Redevelopment Project (Acquisition) - \$7,536,648
- c. Construction, development, and redevelopment
\$ 96,533,891 Total
- SOME Benning Road (The Conway Center) - \$17,947,789
 - Bowen Place - \$4,380,685
 - 4000 Benning Road Project - \$8,073,603
 - Archer Park - \$7,639,000
 - Plaza West - \$18,420,000
 - Langdon Apartments - \$3,500,000
 - The Beacon Center (Residential) - \$17,216,186
 - The Beacon Center (Community Facility) - \$3,783,032
 - Blair Road Project - \$434,240
 - Kara House - \$1,451,564
 - N Street Village - \$2,483,222
 - Hope and a Home Scattered Sites II - \$639,044
 - 1314 K Street SE Cooperative (Rehab) - \$558,501
 - Parkchester Apartments - \$6,413,410
 - Manna Brightwood TOPA Pool - \$2,743,673
 - 4000 Kansas - \$724,542
 - Pleasant Park - Additional Financing - \$125,400

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- d. Permanent Supportive Housing (PSH)
 \$10,288,365 Total (Estimate – excluding The Conway Center)
 \$28,236,154 Total (Estimate – including The Conway Center)

Project Name	Estimated PSH Allocation
Blair Road Project	\$434,240
4000 Benning Road Project	\$2,046,829
Archer Park	\$321,642
N Street Village	\$1,150,124
Plaza West	\$908,610
Langdon Apartments	\$530,303
Maycroft Redevelopment Project (Acquisition)	\$1,766,402
The Beacon Center (Residential)	\$3,130,216
	\$10,288,365

Note: An additional \$17,947,789 was allocated to Supportive Housing in the following project: SOME Benning Road (The Conway Center). The project does not meet the District’s technical definition of Permanent Supportive Housing, although the units serve the same population.

- e. Housing for persons at 0-30 percent of AMI (not including PSH)
 \$47,329,513 Total
- \$37,041,148 Excluding PSH
 - \$19,093,359 Excluding PSH and Conway Center (See note in subsection d.)
- f. Housing for persons at 31-50 percent of AMI
 \$22,092,300 Total
- g. Housing for persons at 51-80 percent of AMI
 \$35,226,424 Total

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105. Is DHCD hitting the AMI affordability guidelines for Housing Production Trust Fund, particularly in regard to the 0-30% AMI?

Response: Beginning with the 2015 Consolidated RFP, DHCD has placed much greater emphasis on 30% and 50% AMI units and performance in relation to affordability guidelines is improving. However, the majority of the projects closed in FY16 were selected prior to the start of the current administration, so the effect of recent policy changes is not yet evident.

A continuing challenge related to these targets is that the Administration has made Preservation a high priority, but many existing affordable units are reserved at 60% of the Area Median Income. All HPTF funds spent to preserve these units count in the 51-80% AMI category. The 0-30% and 31-50% units are more easily achieved in projects that produce new units.

Performance against the affordability guidelines, including projects currently in the pipeline but not yet obligated, is shown below:

Percent of HPTF Funding by Income Category of Units Funded and Year of (Expected) Obligation

Fiscal Year Oct. 1 – Sept. 30	Percent of Total HPTF Funding Obligated to 30% and below AMI Units for the Fiscal Year	Percent of Total HPTF Funding Obligated to 31 - 50% AMI Units for the Fiscal Year	Percent of Total HPTF Funding Obligated to 51 - 80% AMI Units for the Fiscal Year
FY2014	10%	23%	67%
FY2015	33%	15%	52%
FY2016	45%	21%	34%
FY2017 (to date plus projected)	22%	37%	41%
FY2018 (projected)	33%	57%	10%

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106. Of the units supported by the HPTF, how many were accessible to:
- a. Tenants with disabilities
 - b. Seniors
 - c. Veterans

Response:

- a. Tenants with disabilities

DHCD started tracking the number of units specifically reserved for tenants with disabilities beginning with the 2015 RFP. This data was not collected previously and is not available for the 2016 closings. At least 5% of the units on wheelchair accessible floors (ground floor, or floors with elevators) must be built to Uniform Federal Accessibility Standards (UFAS) . DHCD recently updated its RFP to provide prioritization scoring points to projects that exceed this minimum requirement.

- b. Seniors

All units supported by the HPTF are available to seniors. 132 units (Plaza West) are reserved exclusively for seniors. DHCD recently updated its RFP to provide prioritization scoring points to projects that target seniors.

- c. Veterans

All units supported by the HPTF are available to veterans. DHCD does not track the number of units specifically reserved for veterans.

107. When was the last Consolidated Request for Proposal (RFP) issued?

Response: The last Consolidated RFP was issued on March 31, 2016.

108. Of that RFP, what amount of HPTF funding was included?

Response: DHCD budgeted up to \$135 million in total resources, not exclusively HPTF. In total, 13 projects were selected for further underwriting, representing \$100 million in HPTF requests.

109. What is the amount of HPTF commitments? How does this compare to the amount that is available in the fund?

Response: The largest portion of HPTF funds is administered through the Development Finance Division to provide gap financing in the preservation and production of affordable housing. For clarity it is important to establish terms and definitions. When discussing budgeting, use and projections of the Housing Production Trust Fund in real estate development, four (4) basic terms are used. The terms and definitions follow:

Active Requests - This is the amount of funding requests currently in the DHCD Project Pipeline. Based on established benchmarks in the underwriting process, conditional commitments are made. The commitments are conditioned on the availability of funds

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along with other established criteria. In order to be considered an Active Request an application successfully completed the following:

- Threshold requirement review—a thorough review of an application compared to established requirements;
- Project scoring—a detail multi-layered scoring process that weighs the application against established scoring criteria; and
- Selection—a high-level review that analyzing available resources, recommended projects and community needs.

The DHCD Project Pipeline currently has \$253,244,999 in active HPTF requests.

Available Funds - This is the amount of funds available in the FY17 budget to be obligated to the active request. The current available funds in the FY17 budget are \$100 million. This is in addition to the approximately \$250 million currently in the HPTF Fund Balance.

Obligated Funds - This is the amount of funds obligated to specific projects. Obligations occur at the execution of the final legal documents. In cases involving more than one-million dollars of funds, Council approval occurs prior to obligation of funds. To date, \$50,297,932 in FY17 HPTF funds are obligated to projects, but not yet expended.

Expended Funds - This is the amount of funds that have been disbursed to projects that have obligated funds. The majority of projects funded by the Housing Production Trust Fund involve complete or substantial construction. Funds are expended over the course of the construction period. To date, \$11,632,046 in FY17 funds have been expended on projects.

110. When will the next Consolidated RFP be released?

Response: The next Consolidated RFP is scheduled to be released on or about March 31, 2017.

111. Please indicate the target populations of the next Consolidated RFP and what amount DHCD will contribute from the Housing Production Trust Fund.

Response: The target populations will be determined to ensure compliance with D.C. Code § 42-2802, Housing Production Trust Fund, sections (b-1) (1), (2), and (3). A continued focus on lower percentages of Area Median Income remains likely. DHCD also provides prioritization scoring points to projects that provide Senior housing and/or Permanent Supportive Housing units.

DHCD staff is in the process of developing precise recommendations for the amount funding for the next consolidated RFP. The standard practice is to combine projected available funding from a variety of sources to total the amount available in an RFP process.

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112. Please indicate how much HPTF funding is available for TOPA sales that come about outside of the RFP process.

Response: Historically, TOPA acquisitions have not been budgeted as a separate budget line item. DHCD staff has received input from a variety of sources (the TOPA Working Group, non-profits that assist in the organization of tenant groups, advocates and consultants) on this issue. In FY16, DFD closed on three TOPA acquisition projects totaling \$13,844,276 of obligated HPTF funds. DFD currently has 13 TOPA acquisition projects in its pipeline totaling \$67,809,821 in active requests. TOPA acquisition requests are unpredictable and dependent on market forces. At this juncture, DHCD prefers not to place a cap on the amount of HPTF funding available for TOPA acquisitions in order have flexibility to respond to TOPA preservation needs.

113. Currently, different agencies commit the various funding streams needed for the effective production and service provision of successful supportive housing at different times. Service dollars are the last to become available. What is the plan for paying for approved projects in a timely manner – translating commitment letters to funding contracts efficiently?

Response: Case Management Supportive Services for Permanent Supportive Housing (PSH) clients are funded by the Department of Human Services (DHS). DHCD administers the Consolidated RFP through which several agencies, including DHS, make funding available for affordable housing and supportive services. DHS staff participates in the selection process for the Consolidated RFP. Once projects are selected, each agency works independently, but with frequent interaction, to translate a “selection” into a contract. DHCD’s role in the supportive services contracting process is limited to only the first steps: the solicitation and selection of projects. DHCD delivers weekly reports to DHS regarding the construction status of projects that have PSH units, to make DHS aware of when PSH units will come online (i.e. the deadline by which the DHS contract must be in place) to help facilitate their contracting process.

114. Please state what is the percentage breakdown for each AMI level on HPTF spending for FY15, FY16, and FY17, to date.

Response:

HPTF Allocations by Income Category, recent years

Fiscal Year	30% AMI Allocation	50% AMI Allocation	80% AMI Allocation
FY2015	33%	15%	52%
FY2016	45%	21%	34%
FY2017 (to date)	38%	21%	41%

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115. What can be done to narrow the gap between the accounting techniques of the Office of the Chief Financial Officer and DHCD?

Response: Collaboration within the DHCD has improved and a thorough joint verification of all financial data is performed by Program Staff and the OCFO prior to releasing information outside of the agency.

116. Has DHCD developed a program to apply for the TOPA seed money pilot project? If not, why? If so, have they disbursed any of the money to tenant associations?

Response: In 2008, DHCD established an application process for TOPA seed money loans for tenant associations seeking to exercise their first right of refusal to purchase their building. As recently as 2013, DHCD closed on seed money and escrow loans for tenant organizations. Due to local and federal regulations governing DHCD funding sources, DHCD is unable to substantially alter the review and approval process. This results in application and approval processes of up to 9 months for relatively small amounts of funding (less than \$50,000). This approval timeframe is not suitable for addressing tenant associations' immediate needs for seed and escrow funding to meet TOPA acquisition deadlines. More recently, tenant associations have been able to secure smaller, short-term seed money and escrow deposit loans from mission-oriented lenders that better meet the demanding timeframes of the TOPA acquisition process and eliminate the need to go through the DHCD approval process twice. In addition, following receipt of seed money, tenant associations then need to return to DHCD to apply for acquisition financing.

In an effort to better support TOPA acquisitions, DHCD has prioritized projects that apply for acquisition assistance and is able to issue a Letter of Commitment on an accelerated timeline. This has allowed tenant groups to obtain bridge loans from private, mission-oriented lenders that include funding for acquisition, reimbursement for pre-development expenses incurred to date, and funds for future pre-development expenses. In accordance with the Housing Preservation Strike Force recommendation, DHCD will continue to explore ways to implement a more efficient and effective TOPA acquisition assistance program.

VII. Rental Housing Commission (RHC)

117. Please provide a list of the Commission's accomplishments for FY16 and FY17, to date.

Response:

FY 16

- Reduce Backlog of Cases on Appeal
- Reduced the backlog of cases on appeal, that is, cases for which a hearing has been held but no decision has been issued, from 5 at the start of FY16 cases to 1 at the end, or by 80%.
- Reduced the number of cases that are greater than 3 years old from 2 to 0, or by 100%.

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- Issued decisions or dispositive orders in 15 cases total. Please see the response to Question 119(b) for additional detail.
- Update Commission's Rules and Regulations – The Commission has the duty under the Rental Housing Act of 1985 (D.C. Law 6-10; D.C. Official Code §§ 42-3501.01 et seq.) (Act) to promulgate implementing rules and regulations. During FY16, the Commission, working with the Interim Rent Administration and the Office of Administrative Hearings (OAH), completed a first draft of a notice of proposed rulemaking to update 14 DCMR §§ 3800-4400. In the remainder of FY16, the Commission met repeatedly with an expanded, interagency working group that included the Office of the Tenant Advocate (OTA) and the Housing Provider Ombudsman (HPO) to review and revise the draft rulemaking. Please see the responses to Questions 121-124 for more detail.
- Improved Compliance with Open Meetings Act – It was brought to the Commission's attention during FY16 that the notices posted online on DHCD's website before hearings did not meet the best practices under the Open Meetings Act because they were not being retained with copies of all related materials. The Commission and its legal and administrative staff worked with the Board of Ethics and Government Accountability's (BEGA's) Office of Open Government to quickly adopt new procedures for posting notices, electronic recordings, and decisions on BEGA's website. The new procedures have improved the public notice of Commission hearings and other meetings and have created a publicly accessible archive of materials, including audio recordings and Commission decisions and orders. The Commission's staff has also uploaded past materials as well, to include the Commission's activities dating back to 2013.

FY 17 (to date)

- Improve Speed of Processing Cases on Appeal – With the final elimination in FY16 of the Commission's backlog of cases that were more than three years old, it became apparent that the greatest bottleneck in the handling of current appeals is the time it takes for the OAH to certify and transmit the complete record of a case (see response to Question 119(a)). Following several memoranda from the Chair, staff from the Commission and OAH met and conferred in December 2016 to discuss the causes of and solutions to this delay. It was determined that the practice of numbering pages in the record, derived from past practice before OAH assumed jurisdiction over hearings, is the single greatest source of delay. Because there is no statutory, regulatory, or judicial mandate for this practice, and only minimal benefit to the Commission's review of the record on appeal, OAH and the Commission determined that documents in OAH rental housing hearing records will now be marked in the same manner used for cases that are directly appealable from OAH to the D.C. Court of Appeals. The Commission is informed that OAH has had some personnel changes recently, but that once new staff are trained, the Commission has been assured that OAH hearing records will be quickly certified and transmitted under the new system for all 17 cases awaiting records.
- Update Commission's Rules and Regulations – As of the first week of March, 2017, the Commission has completed a revised draft of its proposed rulemaking to update 14 DCMR §§ 3800-4400, based on comments and concerns raised in through the interagency working group convened during FY16. Please see the responses to Questions 121-124 for more detail.

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- New Staff Recruitment and Hiring – In September 2016, one of the Commission’s Attorney-Advisors decided to leave her employment with the Commission, creating the first vacancy on the Commission’s legal staff since the transfer of all agency counsel from the supervision of the Office of the Attorney General in 2014. At the start of FY17, the Commission worked with DHCD to develop an updated position description in order to fill the vacancy.

118. Please list the current members of the Rental Housing Commission, the dates they began serving as commissioners, and the expiration dates of their terms.

Response:

Peter B. Szegedy-Maszak, Chairman (commenced service in 2008)

Re-Appointed: December 2, 2014

Term Expires: July 18, 2017

Diana Harris Epps, Commissioner (commenced service as date below)

Appointed: July 17, 2016

Term Expires: July 18, 2019

Michael T. Spencer, Commissioner (commenced service as date below)

Appointed: July 17, 2016

Term Expires: July 18, 2018

119. The Commission is responsible for deciding appeals to decisions of the Rent Administrator and the Office of Administrative Hearings (OAH).

- a. What is the current total appeals caseload?
- b. How many cases were opened by the Rental Housing Commission in FY16, and FY17, to date? Please include a breakdown of the status of those cases (*e.g.*, number of appeals filed, appeals heard, cases settled, and cases decided)?
- c. Were there any trends in the subject matter of cases filed with the RHC?
- d. Among the decisions issued, how many OAH and Rent Administrator decisions were affirmed/overturned?
- e. Were there any trends in the subject matter of decisions that were affirmed/overturned?
- f. Please provide the breakdown of the types of cases brought before the Commission.
- g. Among the decisions issued, how many RHC decisions were appealed to the D.C.

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Court of Appeals. How many were affirmed/overturned?

- h. Were there any trends in the subject matter of decisions that were affirmed/overturned?

Response:

- a. What is the current total appeals caseload?

Appeals awaiting Certified Record (from OAH):	17
Appeals without Scheduled Hearing Date:	5
Appeals Scheduled for Hearing:	1
Appeals Pending Decision:	0
Total:	23

- b. How many cases were opened by the Rental Housing Commission in FY16, and FY17 to date? Please include a breakdown of the status of those cases (e.g., number of appeals heard, cases settled, and cases decided)?

	<u>FY 16</u>	<u>FY 17</u>
Number of Appeals Filed:	15	9
Number of Appeal Heard:	6	1
Cases Settled:	1	1
Non-Dispositive Procedural Orders	20	11
Cases Decided/Dismissed:	15	2

- c. Were there any trends in the subject matter of cases filed with the RHC?

The Commission was unable to detect any discernable trends in the subject matter of decisions appealed from the Rent Administrator and Office of Administrative Hearings. Overall, the most common issues raised in notices of appeal filed during FY16 and FY17 to date appear to be the calculation of rent refunds, housing code compliance and reduction of services and facilities, registration compliance, and the burden of proof for those issues. Because many of these cases remain pending, the Commission cannot comment in detail as to the issues raised.

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- d. Among the decisions issued, how many OAH and Rent Administrator decisions were affirmed/overturned?

	<u>FY16</u>	<u>FY17</u>
Affirmed:	3	2
Reversed:	0	0
Mixed Result:¹	6	1
Dispositive Procedural Orders:	6	1

- e. Were there any trends in the subject matter of decisions that were affirmed/ overturned?

The Commission was unable to detect any discernible trends in the subject matter of decisions that were affirmed, versus the subject matter of decisions that were overturned. Overall, the most common subject matters addressed by the Commission during FY16 and FY17 to date included the calculation of rent refunds following unlawful rent increases, the valuation of related services and facilities, and the statute of limitations.

- f. Please provide the breakdown of the types of cases brought before the Commission.

The breakdown of the types of cases in which decisions were issued by the Commission in FY16 and FY17 to date is as follows:

	<u>FY16</u>	<u>FY17</u>
Tenant Petition (TP):	14	4
Notice to Vacate (NV):	0	0
Hardship Petition (HP):	0	0
Voluntary Agreement (VA):	0	0
Capital Improvement (CI):	0	0
Services and Facilities (SF):	1	0
Show Cause (SC):	0	0

Below are tables outlining the 15 cases on which the Commission issued a decision or dispositive order during FY16 and the 2 cases on which the Commission has issued a decision so far in FY17, including the case name, case number, disposition, and a brief statement of the major issues in each case:

¹ Frequently, cases brought before the Commission involve multiple issues that produce mixed outcomes, including affirming part of the decision below, reversing part of the decision below, or declining to address a particular issue on the current record and, often, remanding the case to the Office of Administrative Hearings or Rent Administrator for further proceedings based on the Commission's decision.

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FY16:

	Case Name	Case Number(s)	Disposition	Summary of Major Issues
1	Palmer v. Clay	TP 30,431	Mixed result	Rent refund calculation; evidence of reduction of services
2	Williams v. Thomas	TP 28,530	Affirmed	Rent refund and interest calculation; scope of appeals
3	B.F. Saul Company v. Nelson	TP 28,519	Mixed result	Statute of limitations; vacancy rent increase; perfection of rent ceiling increases
4	Pourbabi v. Bell, et al	TP 30,448	Mixed result	Security deposit
5	Davis v. TEL-Court Cooperative Inc.	TP 30,604	Mixed result	Jurisdiction and status as “tenant”
6	Tenants of 1754 Lanier Pl., NW v. 1754 Lanier, LLC	SF 20,126	Affirmed	Electrical metering conversion; evidentiary burden for valuation
7	Ivancie v. Estate of Lewis H Curd, et al	TP 28,989	Mixed result	Substitution of deceased party
8	Klinge Corporation, et al v. Burkhardt	TP 28,270	Mixed result	Statute of limitations for rent ceiling adjustments; fines
9	Holbrook Street, LLC v. Seegers	TP 30,471	Affirmed	Continuous vacancy exemption; rent refund calculation
10	Novak v. Sedova	TP 30,653	Dismissed	Timeliness of appeal
11	Batts v. Sansbury	TP 30,474	Dismissed	Settlement
12	Collins v. Nwaobilo	TP 30,129	Dismissed	Timeliness of appeal
13	Mitchell v. Emmet Real Estate, LLC	TP 30,552	Dismissed	Settlement
14	1829 Kalorama Road Tenants Assoc. v. Estate of Fletcher	RP 00017	Dismissed	Jurisdiction over TOPA cases
15	Philip v. Willoughby Real Estate Co.	TP 30,800	Dismissed	Timeliness and sufficiency of appeal

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FY17:

	Case Name	Case Number(s)	Disposition	Summary of Major Issues
1	Iles v. Butternut Whitter Associates, LLC	TP 30,666	Affirmed	Failure to appear at hearing
2	Urban Investment Partners XIII at Ontario, LLC v 2359-2401 Ontario Road Tenants' Association	TP 30,182	Mixed result (order)	Settlement of fines
3	Caldwell v. Horning Mgmt. Co., LLC	TP 30,710	Affirmed	Enforcement of settlement
4	Bettis v. Horning Assocs.	TP 30,658	Mixed Result	Services and facilities, retaliation, witnesses

- g. Among the decisions issued, how many RHC decisions were appealed to the D.C. Court of Appeals. How many were affirmed/overturned?

New Appeals

Ten new appeals were filed with the D.C. Court of Appeals (DCCA) in FY16 based on decisions or orders issued by the Commission, and no new appeals have been filed to date in FY17. Below are tables outlining the Commission's cases from which appeals were taken. Because parties have thirty days from the issuance of a decision, or from the granting or denial of a motion for reconsideration, to file an appeal with the DCCA; therefore, the date an appeal is filed with the DCCA may not correspond to the fiscal year in which the final decision was issued by the Commission.

DCCA Appeals Filed FY16:

	Case Name	Case Number(s)	RHC Decision Date	Major Issues in RHC Decision
1	Wilson v. Archstone-Smith Communities, LLC	TP 28,907	09/25/2015	Retaliation; lease-option letters
2	Douglas v. Dorchester House Associates, LLC	SF 20,098	09/25/2015	Electrical metering and HVAC conversion; valuation of change in services/facilities; attorney's fees
3	Burkhardt v. Klinge Corporation	NV 001	09/01/2015	501(f) application to issue notices to vacate
4	Burkhardt v. Klinge Corporation	CI 20,794	09/01/2015	Tenant association standing, capital improvement timing
5	Mahmoud et al. v. American	TP 29,302	10/20/2015	Appellate procedure

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	Rental Management Co.			
6	Novak v. Sedova	TP 30,653	11/20/2016	Timeliness of appeal
7	Nelsons v. B.F. Saul Property et al.	TP 28,519	02/18/2016	Statute of limitations; vacancy rent increase; perfection of rent ceiling increases
8	Burkhardt v. Klingle Corporation et al	TP 28,270	04/29/2016	Statute of limitations for rent ceiling adjustments; fines
9	Tenants of 1754 Lanier Pl, NW v. 1754 Lanier, LLC	SF 20,126	03/25/2016	Electrical metering conversion; evidentiary burden for valuation
10	Holbrook Street, LLC v. Seegers	TP 30,571	07/15/2016	Continuous vacancy exemption; rent refund calculation

DCCA Appeals Filed FY17:

No new appeals filed to DCCA to date.

Appeals Decided

The DCCA issued four decisions on Commission cases in FY16, all of which were based on appeals filed prior to FY16. The DCCA affirmed all four Commission decisions.

Below are tables outlining the cases decided on appeal by the DCCA during FY15 and to date in FY16.

DCCA Decisions Issued FY16:

	Case Name	RHC Case Number(s)	Published Opinion?	Summary of Major Issues
1	Chaney v. RHC & Am. Rental Mgmt. Co.	TP 29,302	No (4/29/16)	Affirmed
2	Smith Prop. Holdings Five (DC), LP v. RHC & Morris	TP 28,794	132 A.3d 1176 (1/27/2016)	Statute of limitations, scope of appeals; Affirmed
3	Atchole v. RHC & Royal	TP 29,891	No (12/16/2015)	Affirmed
4	Levy v. RHC & Carmel Partners, Inc.	TP 28,830 & 28,835	126 A.3d 684 (11/19/2015)	Claims of exemption, rent refund periods; Affirmed

DCCA Decisions Issued FY17:

No DCCA Decisions have been issued to date.

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- h. Were there any trends in the subject matter of decisions that were affirmed/overturned?

In affirming the Commission's decisions, the DCCA consistently holds that it defers to the Commission's interpretation of the text of the Act and of procedural details of the implementing regulations, and FY16 was no different in that respect. In one published opinion reviewing the Commission's decision in detail, the DCCA affirmed the Commission's decision that improperly filed claims of exemption from rent stabilization are void and cannot be cured by providing late notice to a tenant of the claimed exemption. Levy v. D.C. Rental Hous. Comm'n, 126 A.3d 684 (D.C. 2015). In the other published opinion, Smith Prop. Holdings Five (D.C.) v. D.C. Rental Housing Comm'n, 132 A.3d 1176 (D.C. 2016), the DCCA affirmed the Commission's application of the statute of limitations in the same manner previously affirmed in United Dominion Mgmt. Co. v. D.C. Rental Hous. Comm'n, 101 A.3d 426 (D.C. 2014), and affirmed the Commission's determination that the housing provider had failed to properly raise and preserve several arguments during litigation.

120. What is the current average amount of time for the Commission to resolve a case?
- a. What were the average number of hours required to resolve each case?
- b. What additional measures could the RHC to streamline its processing of cases?

Response:

- a. What are the average number of hours required to resolve a case?

The Commission continues to resolve cases, on average, within 30-45 days from the date of the hearing.

The Commission does not track the hours required to resolve each of its cases. However, given the number of Commissioners and legal and administrative staff that handle a case between the time of its filing and the issuance of a decision, including reviewing the case file, conducting the hearing, performing and compiling relevant legal research, drafting the written opinion, and circulating the opinion for comment, the Commission estimates that the total number of hours required to resolve each case is 160-200 hours.

- b. What additional measures could the RHC to streamline its processing of cases?

There are a number of measures that may be available to the Commission to streamline its processing of cases.

First, the Commission's responsiveness to litigants and the public would be enhanced by filling the current vacancy for a second Attorney-Advisor. Such an appointment would enhance the Commission's ability to prepare and complete in a more timely and efficient manner final decisions and orders on the wide variety of legal issues raised by parties in their appeals. This is especially important because two new Commissioners were confirmed by the Council in July 2016. Moreover, with an additional attorney available to assist in the review of appeals, the Commission's current Attorney-Advisor would

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have more time available to work with stakeholders on revising and promulgating updated regulations.

Second, the Commission has investigated the purchase and implementation of the E-Court electronic case filing and management system, currently used by the OAH. The E-Court system permits the electronic filing of pleadings and documents, the electronic organization of all case files related to any appeal, the issuance of all orders and decisions related to any appeal through email and e-documents, and the electronic monitoring of the status and disposition of any case, thereby allowing for accurate measurement of performance standards and goal attainment by Commissioners and staff.

Finally, as described in response to Question 117, the Commission is awaiting the implementation of a streamlined process by OAH for the certification and transmission of the official record of cases after an appeal is filed. At present, this is the single greatest source of delay in processing of cases on appeal, but the Commission anticipates that it will be resolved soon.

The Commission additionally notes that one other substantial source of delay is the request by a party to schedule or reschedule hearings. A significant number of parties represent themselves before the Commission and thus frequently need to take time off of work to appear or otherwise need extensions for filing written briefs. Because of this, the Commission makes all reasonable efforts to be accommodating in scheduling hearings and granting continuances for scheduled hearings.

121. The Commission is tasked with issuing, amending, and rescinding regulations required to enforce the Rental Housing Act of 1985 (RHA). Last year, the Commission began the process of drafting a comprehensive rulemaking to update all regulations to reflect current law. Please provide a status update on this process.

Response:

As noted in response to the Committee during the oversight hearing for FY15-FY16, the Commission completed an internal draft at the beginning of March 2016. That draft was completed with the thorough review and input of the Interim Rent Administrator and the Office of Administrative Hearings (OAH) and thus reflected the views of government agencies tasked with enforcing the RHA.

The Commission circulated those draft regulations to Office of the Tenant Advocate (OTA) and to the Housing Provider Ombudsman (HPO) at DHCD and in the process developed an interagency working group. The goal of the working group was to revise the draft to include the known or likely concerns of public stakeholders, while keeping an eye on the process moving forward. Scheduling difficulties and the various obligations of the involved agencies substantially delayed this review and collaborative discussion.

As of February 2017, the Commission reports that it has received and incorporated comments from the interagency working group on all 6 chapters of its draft regulations. The Commission is satisfied that the thoroughness and thoughtfulness of the comments

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and recommendations from each agency and official involved have resulted in the production of a greatly improved draft rulemaking that will be better received by public stakeholders during the formal notice and comment period.

The following table and charts illustrate the scale of the Commission's work to revise the regulations. In addition to the raw increase in the number of new regulations, each individual subsection of the current regulations has been carefully reviewed and analyzed. With very few exceptions, each subsection has been revised at least slightly for clarity or technical correction, and in many cases substantially rewritten. Please note that the exact numbers reflect the latest internal, working draft as of February 15, 2017, and may change slightly as the draft is finalized for review and publication.

Overview of Draft Revisions to Commission Regulations

Chapter	Current sections	Revised sections	Current subsections	Revised subsections	Current pages	Revised pages
38 (Commission)	30	30	186	294	21	44
39 (Rental Accom. Div.)	16	31	81	161	11	24
40 (Hearings)	20	[Repealed]	107	[Repealed]	12	[Repealed]
41 (Registration)	9	12	69	93	11	26
42 (Rent Stabilization)	19	17	225	302	46	69
43 (Eviction, Retaliation, Rights)	4	8	27	69	4	14
44 (Demo/Convers.)	2	2	14	16	2	2
Total	100	100	709	935	107	179

122. What is the Commission's plan to re-update the regulations to incorporate amendments to the RHA passed during FY16?

Response:

The Commission has been monitoring new legislative developments during the period of inter-agency review and has been making appropriate changes to its revised draft. Specifically, the Commission has already drafted new rules or modified its prior draft in response to the following:

- Rental Housing Late Fee Fairness Amendment Act of 2016, effective December 8, 2016 (D.C. Law 21-172; 63 DCR 16007)
- Rent Control Hardship Petition Limitation Amendment Act of 2016, projected effective date February 20, 2017 (D.C. Act 21-553; 63 DCR 15030)
- Residential Lease Amendment Act of 2016, projected effective date February 20, 2017 (D.C. Act 21-566; 63 DCR 15302)

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- Four-unit Rental Housing Tenant Grandfathering Amendment Act of 2016, signed by the Mayor January 25, 2017 (D.C. Act 21-645; 64 DCR 942)
- Elderly Tenant and Tenant with a Disability Protection Emergency Amendment Act of 2017, signed by the Mayor February 9, 2017 (D.C. Bill 22-17)

The Commission has not yet drafted modifications based on the permanent Elderly Tenant and Tenant with a Disability Protection Amendment Act of 2016, signed by the Mayor February 9, 2017 (D.C. Act 21-655) (Elderly and Disability Protection Act), which is far longer and more complicated than the corresponding emergency act and is not anticipated to become effective law for several months due to the mandatory period of Congressional review. In order to move forward expeditiously with public notice and comment on the numerous other regulatory updates that are badly needed, the Commission anticipates that it will not incorporate the Elderly and Disability Protection Act into the regulations until it publishes a second notice of proposed rulemaking in response to public comment on the current version.

123. What role do stakeholders have in the formation of the regulations? Are the viewpoints of stakeholders surveyed before the Commission prepares drafts of amendments? Or do stakeholders only have input after regulations?

Response:

Due to the length and highly technical nature of many of the regulations being added, amended, and repealed, the Commission has sought input from government agency stakeholders; the Rent Administrator, OAH, OTA, and the HPO. The Commission left it to the discretion of the OTA and HPO to reach out to a few, key public stakeholders in formulating their comments.

As noted in response to question 121, the review by OTA and the HPO has been very productive and led to numerous revisions to the draft rulemaking. The Commission believes that this inter-agency review will substantially reduce the number of comments and requests for revisions during the public comment period from tenants and housing providers in the community.

Given the length, scope, and highly technical nature of the proposed rulemaking (see response to Question 121 and attached charts), the Commission will open the rulemaking to formal public comments for a 60-day period, as opposed to the required 30 days, and anticipates meeting directly with at least some stakeholder groups and representatives who submit comments. The Commission further anticipates that the public comment period will lead to substantial revisions to the rulemaking that will necessitate a second notice and comment period before final rules can be promulgated.

The Commission notes that representatives of the Committee's staff attended a few of the interagency working group meetings. The Commission looks forward to continuing to work with the Committee and its staff to identify aspects of the Act and the regulations that can be improved with or without legislative action.

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124. What is the schedule for the publishing of the draft regulations?

Response:

The Commission anticipates submitting a final draft rulemaking for policy review by the Deputy Mayor and/or Office of Policy and Legislative Affairs by the middle of March 2017. This will be followed by legal sufficiency review. The Commission believes that these review processes typically take 30 days each. Accordingly, the Commission currently anticipates that a notice of proposed rulemaking will be published by early June 2017, notwithstanding any delays in the review process or substantial revisions that may be necessary to obtain policy and legal approval.