

**Department of Housing and Community Development
FY18-FY19 YTD Pre-Hearing Responses**

General Questions

- 1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions. Include the names and titles of all senior personnel, and note the date that the information was collected on the chart.**

Response: See Attachment 1.

- a. Please provide an explanation of the roles and responsibilities of each division/subdivision and how each role and/or responsibility contributes to the mission of DHCD.**

Response: The Department of Housing and Community Development operates through the following 10 divisions:

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 4 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. The majority of resources for this activity come from Intra-District funding from the Housing Production Trust Fund. 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;
- Community Facilities Project Financing – provides funding through a competitive 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;

- Tenant Opportunity to Purchase Assistance (TOPA) – requires current landlords to provide their tenants the opportunity to first purchase properties before a landlord is permitted to sell; and
- Preservation Project Financing – allocates funds toward preserving affordable housing units for residents with low-to-moderate income across the District. These units were previously subsidized through federal housing programs, and as the subsidies expire, homeowners will be able to maintain affordability in their communities.

Preservation Officer – provides technical assistance, monitoring housing market and at-risk properties, administers the District Opportunity to Purchase Act (DOPA), Small Building Program and the Preservation Fund.

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 facade improvement opportunities. RCSD administers the agency's Affordable Housing Initiative through its Community and Residential Services activities, including the District's Home Purchase Assistance Program and Employer Assisted Housing Program, 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 residences 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; provides free, specialized organizational and development services for tenant groups who are pursuing the purchase of their apartment buildings with the intention to convert them to cooperatives or condominiums.
- Community Services - Small Business Technical Assistance – provides technical assistance to small businesses in support of various DHCD programs;
- Community Services - Commercial Revitalization – provides grants to neighborhood-based organizations for storefront facade 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 home-buyers 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 - 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, blighted and/or abandoned residential properties into rental and homeownership opportunities for 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, blighted, 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 rental and for-sale housing in District neighborhoods.

Portfolio and Asset Management Division (PAMD) – provides portfolio management and oversight of outstanding loans 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 risk and relationship reviews of potential borrowers to protect the department's assets.

Office of Program Monitoring Division (OPM) – 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 2 activities:

- Contract Compliance – provides oversight and monitoring services of DHCD projects to ensure that the department's use of project funds fully complies with the Department of Housing and Urban Development (HUD) and District regulations; and
- 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.

Housing Regulation Administration (HRA) – administers residential housing regulations relating to condominium and cooperative conversions, rent adjustment procedures, licensing, and other related matters. It includes the Rental Accommodation Division and the Rental Conversion and Sales Division and manages the DHCD Housing Resource Center. This division contains the following 4 activities:

- Rental Conversion and Sales Division – 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;
- 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 home-buyers, developers of affordable housing projects, and low-income homeowners. The Housing Resource Center also includes access to the Affordable Housing Locator and an office of University Legal Services for on-site housing counseling;
- Inclusionary Zoning/Affordable Dwelling Units (IZ/ADU) – provides subject matter focus in the administration of the District's Inclusionary Zoning and Affordable Dwelling Unit programs; and
- Rental Accommodations Division (RAD) – administers the District's rent stabilization program, including registering and licensing rental housing, administering rent adjustment procedures, processing landlord and tenant petitions, providing conciliation services, and acting as a repository for notices to vacate and all rental property records.

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) to issue, amend, and rescind regulations that are promulgated for enforcement of the Act; (2) to 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) to decide appeals brought to the commission from the Rent Administrator and the Office of

Administrative Hearings. Although the commission is an independent quasi-judicial body, it relies on DHCD for administrative, management, and budgetary support.

Note: The Council passed A22-0492, the Rental Housing Commission Independence Clarification Amendment Act of 2018, and DHCD anticipates the Clarification Act will take effect on March 5, 2019, depending on the Congressional calendar. Between now and then, the RHC and DHCD will continue to work together to ensure a smooth transition of records, IT equipment, and support agreements with other agencies such as DCHR, OCTO, and OCFO.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

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.

b. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

Response: The position of Chief Program Officer within the Office of the Director was eliminated and the units that previously reported to it were reassigned to other members of the senior staff.

The federal lead grant ended in FY18, as such the Lead Safe Washington Manager position was eliminated, and the line staff previously assigned to the unit have been detailed to other parts of the agency pending permanent reassignment.

c. Please provide your most current strategic plan and identify each goal and strategy. Explain how each division and subdivision contributes to that plan.

Response: See response to General Question #26.

- 2. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the employee's title/position, salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate whether the position must be filled to comply with federal, local law, or regulations and note what provides the authority.**

Response: See Attachment 2

- 3. Please list all employees detailed to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, the financial arrangements made for the detail and the employee's projected date of return.**

Response: Effective Tuesday, September 4, 2018, Dion Townley was detailed from the Office of the Deputy Mayor for Planning and Economic Development ("DMPED") to DHCD to assist with property acquisition and disposition. Dion remains on details to DHCD until further notice.

- 4. Please provide the Committee with:**
- a. A list of all employees who received or retained cellphones, personal digital assistants, notebooks, laptops, iPads or similar communications devices at agency expense during any part of FY18 and FY19, to date; and the annual cost to the agency for each device;**
 - b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY18 and FY19, to date;**
 - c. A list of travel expenses and reimbursements, arranged by employee for FY18 and FY19, to date, including the justification for travel; and**
 - d. A list of the total workers' compensation payments paid in FY18 and FY19, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.**

Response:

- a. See Attachment 4a
- b. See Attachment 4b. There were no vehicle accidents involving agency vehicles in FY18 and FY19, to date.
- c. See Attachment 4c
- d. No workers' compensation payments were paid in FY18 and FY19, to date.

- 5. For FY18 and FY19, to date, what was the total cost for mobile communications and devices, including equipment and service plans?**

Response:

Cost for FY18 - \$58,953.72

Cost for FY19, YTD - \$ 9,747.59

- 6. For FY18 and FY19, to date, please detail all intra-District transfers to or from the agency.**

Response: See Attachments 6a and 6b.

- 7. For FY18 and FY19, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:**
- 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;**
 - e. Expenditures of funds, including the purpose of each expenditure; and**
 - f. The current fund balance.**

Response: See Attachments 7a (answers *a-d* and *f*) and 7b (answer *e*)

- 8. For FY18 and FY19, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.**

Response: See Attachment 8

- 9. Please list all memoranda of understanding (“MOU”) entered into by your agency during FY18 and FY19, to date, as well as any MOU currently in force. For each, indicate the purpose of the MOU, the date on which the MOU was entered, the termination date and the accomplishment(s) of the MOU.**

Response: See Attachment 9

- 10. Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY18 and FY19, to date.**

Response: In FY 18, DHCD participated in the Washington Metropolitan Council of Governments (MWCOG) as members of the COG Housing Directors Technical Advisory Committee. The primary work efforts were related to regional fair housing efforts and the development of a regional housing strategy.

DHCD also collaborated with the Urban Institute, the Coalition of Non-Profit Housing and Economic Development (CNHED), and the Living Cities Civic Tech and Data Collaborative) to produce the website “Housing Insights,” which provides the public with information on the District’s assisted affordable housing and its context.

DHCD also leverages its participation in coalitions such as the High Cost Housing Forum, which comprises the housing directors of the highest cost cities, and organizations such as the National Council of State Housing Agencies to be aware of changes at the federal

level and to advocate for policies that are beneficial, or at least less detrimental, to the District of Columbia.

DHCD is lead agency supporting Mayor Bowser in her leadership of the National League of Cities Housing Task Force, appointed in November 2018. Mayor Bowser serves as chair of this esteemed group of local elected officials. The Housing Task Force is responsible for developing city solutions for communities that are addressing affordable and workforce housing needs. In addition, the Housing Task Force is tasked with developing a federal advocacy platform.

- 11. Please provide a table showing your agency’s Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for FY17, FY18, and the first quarter of FY19.**
- a. For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).**
 - b. Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for FY18 and FY19 for each program and activity code.**
 - c. Attach the cost allocation plans for FY18 and FY19.**
 - d. In FY18 or FY19, did the agency have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.**

Response:

- a. See Attachment 11a
- b. See Attachment 11b
- c. DHCD is currently in the process of drafting a new cost allocation plan for HUD approval. Internally, cost allocation for centralized costs is done based on the breakdown of the loan portfolio. See below:

Fund Type	3 Year Average Share of Loan Portfolio
Local/Unified	7%
CDBG	30%
HOME	11%
HPTF	51%

- d. See Attachment 11d. In FY18, the HUD LEAD/Healthy Homes grant ended on July 11, 2018. The total amount of the award was \$3,746,551, of which \$759,154 allowable costs were drawn. The funds were not expended in part because of the restrictive nature of the grant, requiring that units be occupied or frequented by a child under the age of 6 at the time of the grant, and the difficulties involved in using the grant as written to remediate lead hazards in multi-family dwellings.

12. Please provide as an attachment a chart showing the agency's federal funding by program for FY18 and FY19, to date.

Response: See attachment 12a and 12b

13. With respect to capital projects, please provide:

- a. A list of all capital projects in the financial plan.
- b. For FY17, FY18, and FY19, an update on all capital projects under the agency's purview, including a status report on each project, the timeframe for project completion, the amount budgeted, actual dollars spent, and any remaining balances, to date.
- c. An update on all capital projects planned for FY19, FY20, FY21, FY22, and FY23.
- d. A description of whether the capital projects begun, in progress, or concluded in FY17, FY18, or FY19, to date, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.

Response: DHCD does not have any active capital projects.

14. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY18 and FY19, to date. For each, include a description of the need and the amount of funding requested.

Response: The Department of Housing and Community Development works with the Mayor's Office of Budget and Performance to develop its annual budget. The annual budget submitted by the Mayor reflects those efforts.

- 15. Please list, in chronological order, each reprogramming request and each reprogramming in FY18 and FY19, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. Include the revised, final budget for your agency after the reprogrammings for FY18 and FY19, to date. For each reprogramming, list the date, amount, rationale, and reprogramming number.**

Response: See Attachment 15a-c.

- 16. Please list each grant or sub-grant received by your agency in FY18 and FY19, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.**
- a. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?**

Response: Approximately 25 FTE are budgeted against CDBG and HOME funding in FY19. Both grants are entitlement grants, so the funding for these FTEs is not at risk.

See attachment 16.

- 17. Please list each contract, procurement, and lease, entered into, extended, and option years exercised by your agency during FY18 and FY19, to date. For each contract, please provide the following information, where applicable:**
- a. The name of the contracting party;**
 - b. The names of the individual principals constituting that contracting party;**
 - c. The nature of the contract, including the end product or service;**
 - d. The dollar amount of the contract, including amount budgeted and amount actually spent;**
 - e. The term of the contract;**
 - f. Whether the contract was competitively bid and/or the explanation for it being non-competitive or sole source**
 - g. The name of the agency's contract monitor and the results of any monitoring activity; and**
 - h. The funding source.**

Response: See Attachment 17

- 18. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to significant financial liability or will result in a change in agency practices, and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of**

success. For those identified, please include an explanation about the issues involved in each case.

Response: See Attachment 18

- 19. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY18 or FY19, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).**

Response: On September 8, 2014 Congress Heights Community Training & Development Corporation (CTHDC) filed a breach of contract civil complaint against 3200 Thirteenth Street, LLC, Kevin Elmore and Zed Smith based on a claim of failure to sell the property located at 3200 13th St SE ("the Property") to CHTDC. The suit was assigned case number 2016 CA 000162 B. In 2016, DHCD executed a deed in lieu of foreclosure and took title to the property from 3200 Thirteenth Street LLC. On April 10, 2017, CHTDC amended its complaint and asserted four claims against the District of Columbia. Subsequently, the plaintiff and the District/DHCD entered into court-ordered mediation. The mediation was held on May 29, 2018 when a settlement was agreed upon and the settlement agreement was executed on June 13, 2018. Since the time of the settlement agreement, DHCD is working with OAG and the CHTDC to complete the actions per the settlement agreement and quickly advance the redevelopment of the vacant property in the Congress Heights community.

- 20. Please list the administrative complaints or grievances that the agency received in FY18 and FY19, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY18 or FY19, to date, detail the resolution.**

Response: Three grievances were received in FY18 and were resolved in FY19 in accordance with Section 1634 of the District Personnel Manual. All three grievances alleged violations of §§ A and E of Article 28 of that certain Collective Bargaining Agreement Between the Government of the District of Columbia Department of Housing and Community Development and The American Federation of Government Employees Local 2725 alleging that the Agency violated the principle of Equal Work for Equal Pay by not compensating the Employee appropriately. In each instance a desk audit was conducted the District Department of Human Resources (DCHR) and DHCD placed each of the three employees in the next highest grade per the findings and recommendations provided by DCHR.

21. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY18 and FY19, to date, how those allegations were received and whether or not those allegations were resolved.

Response: DHCD follows the proscribed process contained in Mayor's Order 2017-313.

In FY18 and FY19 to date the agency received a single complaint alleging sexual harassment by a female employee against a male colleague. DHCD completed a full investigation pursuant to Mayor's Order 2017-313. The allegations could not be corroborated due in part to complainant's unwillingness to cooperate after making the initial complaint and the lack of supporting testimony/evidence from identified witnesses. An agency decision on the matter was issued and the investigation was closed.

22. Please list and describe any ongoing investigations, 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 FY18 and FY19, to date.

Response: Per the HPTF Statute, DHCD is securing an auditor to perform a third-party audit of FY17 and FY18 activities. FY16 HPTF Audit was issued on December 10, 2018.

On February 8, 2019, ODCA notified DHCD of their initiation of a discretionary audit of policies and practices to address lead-based paint hazards in the District of Columbia. The audit will cover fiscal year 18 and first quarter of fiscal year 19.

23. Please describe and list any spending pressures or any reimbursements pursuant to contract or other obligations where remitting reimbursement exceeded thirty (30) days that the agency experienced in FY18 and any anticipated spending pressures for the remainder of FY19. Include a description of the pressure and the estimated amount. If the spending pressure was in FY18, describe how it was resolved, and if the spending pressure is in FY19, describe any proposed solutions.

Response: DHCD does not anticipate any spending pressures in FY19.

The table below shows the FY18 pressures reported in the Quarterly FRP and the resolution.

Spending Pressure/Policy Initiative		
Summary Description	Projected Budget Pressure	Gap-Closing
HOME GRANT ADMINISTRATIVE CAP RESTRICTIONS	(248,234)	NPS budget reprogrammed to cover PS gap.
INDIRECT FIXED COSTS CAP RESTRICTIONS	(1,327,723)	Resolved. HUD confirmed approved indirect cost rate.
SAFE AT HOME MOU DISALLOWED COSTS	(1,200,000)	Office on Aging provided \$200K via reprogramming to cover a portion of the costs. Reclassified remained of costs to HPTF for eligible projects.
DEPARTMENT OF BEHAVIORAL HEALTH	(2,300,000)	Under an MOU, DHCD was to receive funds from DBH to support the creation of affordable housing. These funds were unavailable at the time of implementation.
Total	(5,075,957)	

24. Please provide a copy of the agency's FY18 performance plan. Please explain which performance plan objectives were completed in FY18 and whether they were completed on time and within budget. If they were not, please provide an explanation.

Response: See Attachment 24a and 24b.

25. Please provide a copy of your agency's FY19 performance plan as submitted to the Office of the City Administrator and any accomplishments pursuant to that plan.

Response: See Attachment 25.

26. Please provide a copy of your agency's Strategic Plan for FY18 and FY19.

Response: See Attachment 26. DHCD does not have a separate Strategic Plan other than the required Performance Accountability Plan and Report (Plan and PAR) annually submitted to the Office of the City Administrator.

27. Please provide the number of FOIA requests for FY18 and FY19, to date, that were submitted to your agency. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

Response: FOIA Requests for FY18

- Submitted – 178
- Granted in whole – 22
- Partially Granted – 103
- Denied – 4
- Request pending as of Start of Fiscal Year – 4
- Average response time – 14.5 days to process
- FTEs – 3
- Estimated number of hours – 90
- Cost of compliance - \$3,600.00

FOIA Requests for FY19 to date

- Submitted – 68
- Granted in whole – 1
- Partially Granted – 30
- Denied – 1
- *Pending – 19
- Average response time – 17.9 days to process
- FTEs – 3
- Estimated number of hours – 23
- Cost of compliance - \$920.00

*Note: The data represents actual pending requests at the time of reporting. Previous years we reported requests pending as of the Start of Fiscal Year.

28. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY18 and FY19, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee if the study, research paper, report, or analysis is complete.

Response: In FY 18 and FY19 to-date DHCD has produced the following research paper, reports and analyses:

- HUD 2017/DHCD 2018 Consolidated Annual Performance Evaluation Report (Draft)
- HUD FY18 DHCD FY19 Annual Action Plan (See attachment 28a)
- HUD FY18 DHCD FY19 National Housing Trust Fund Allocation Plan (See attachment 28b)

- FY 2017-2018 National Housing Trust Fund Allocation Plan (See attachment 28c)
- FY2017 Inclusionary Zoning Annual Report (See attachment 28d)
- FY2016 Housing Production Trust Fund Audit (See attachment 28e)
- Housing Production Trust Fund FY18 First Quarter Report (See attachment 28f)
- Housing Production Trust Fund FY18 Second Quarter Report (See attachment 28g)
- Housing Production Trust Fund FY18 Third Quarter Report (See attachment 28h)

29. Provide a list of all publications, brochures and pamphlets prepared by or for the agency during FY18 and FY19 to date.

Response: Below is a list of all publication, brochures and pamphlets.

- Homebuyer Assistance Program Fact Sheet
- Inclusionary Zoning Fact Sheet
- Inclusionary Zoning Steps for Developers Fact Sheet
- Employer Assistance Housing Program (EAHP) Expansion Fact Sheet
- Single Family Residential Rehabilitation Program (SFRRP) Fact Sheet
- Tenant Opportunity to Purchase Act (TOPA) Fact Sheet
- Rent Control Fact Sheet
- District Opportunity to Purchase Act (DOPA) Fact Sheet
- Negotiated Employee Assistance Housing Program (NEAHP) Procedure Manual
- Negotiated Employee Assistance Housing Program (NEAHP) Fact Sheet
- About DHCD Fact Sheet
- Searching for Housing Brochure
- Property Acquisition and Disposition Division (PADD) Fact Sheet
- National Association of Housing and Redevelopment Organizations (NAHRO) Tour Fact Sheet
- Preservation Strike Force Fact Sheet
- Small Building Technical Assistance (SBTA) Fact Sheet
- Storefront Façade Improvement Fact Sheet
- Lead Safe Washington Fact Sheet
- Bowser Housing Accomplishment Fact Sheet
- HUD 2017/DHCD 2018 Consolidated Annual Performance Evaluation Report (Draft)
- Housing Production Trust Fund FY18 Second Quarter Report
- HUD FY18 DHCD FY19 Annual Action Plan
- HUD FY18 DHCD FY19 National Housing Trust Fund Allocation Plan
- FY 2017-2018 National Housing Trust Fund Allocation Plan, Final
- Housing Production Trust Fund Quarterly Report, Q1 FY18
- FY2017 Inclusionary Zoning Annual Report
- 2017 DHCD Low Income Housing Tax Credit Qualified Allocation Plan (Draft)
- Draft FY18 Action Plan
- Home Purchase Assistance Program (HPAP) postcard

- Affordable Dwelling Unit (ADU) postcard
- Inclusionary Zoning (IZ) postcard
- Negotiated Employee Assistance Housing Program (NEAHP) postcard
- Rental Accommodations Division (RAD) postcard
- Small Building Technical Assistance (SBTA) postcard
- Single Family Residential Rehabilitation Program (SRFFP) postcard
- Vacant to Vibrant DC Fact Sheet
- Roots to Roofs DC pamphlet

30. Please separately list each employee whose salary was \$100,000 or more in FY18 and FY19, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Response: See Attachment 30a & 30b

31. Please list in descending order the top 25 overtime earners in your agency in FY18 and FY19, to date. For each, state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned.

Response: See Attachment 31a & 31b

32. For FY18 and FY19, to date, please provide a list of employee bonuses or special pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

Response: Seven (7) DHCD attorney received a bonus pursuant to the Collective Bargaining Compensation Agreement (CBA) between the American Federation of Government Employees, Local 1403, AFL-CIO and DHCD, effective fiscal year 2017 through 2020. The CBA requires DHCD to pay a 2 percent performance allowance to any attorney who receives an "outstanding" rating or a 1.5 percent performance allowance to any attorney who receives an "excellent" rating, for the evaluation period ending August 31, 2017.

The seven attorneys received the follow bonuses respectively:

- \$1,962.83
- \$2,374.67
- \$1,850.63
- \$3,368.06
- \$3,166.22
- \$2,151.34
- \$1,755.92

Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and its anticipated completion.

Response: Contracts are negotiated on behalf of DHCD by OLRCB. There are two AFGE locals that represent DHCD employees: AFGE Local 1403 and AFGE Local 2725.

The AFGE 1403 is current and in effect through 2020. AFGE 2725 is part of the AFGE master contract. The AFGE Master CBA rolls over each year and remains in full force and effect until a new contract is negotiated. Negotiations for the AFGE master contract is pending.

See Attachment 33a and 33b.

- 33. If there are any boards or commissions associated with your agency, please provide a chart listing the names, confirmation dates, terms, wards of residence, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each board or commission meeting in FY18 or FY19, to date, if minutes were prepared, or the explanation why minutes were not prepared to not available. Please inform the Committee if the board or commission did not convene during any month.**

Response: DHCD convenes the HPTF Board. See Attachment 34 a-t which include a chart of HPTF board members, meeting agendas, and meeting minutes.

- 34. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Provide a description of whether the agency is in compliance with each requirement, and if not, why not (e.g. the purpose behind the requirement is moot, etc.).**

Response:

Inclusionary Zoning annual Report – the most recent report published is for FY17. The Annual Report for FY18 will be published in the first quarter of calendar year 2019

Housing Production Trust Fund Annual Report – the most recent report published is for FY15. The completion of subsequent reports awaited the conclusion of current audits. The FY16 HPTF audit is complete (<https://dhcd.dc.gov/page/housing-production-trust-fund-audit-year-ended-september-30-2016>), and the FY16 annual report will appear shortly. The FY17 and FY18 reports will be completed after the audits for each of those years is completed.

Housing Production Trust Fund Quarterly Reports – the most recent report is from the third quarter of FY18. Fourth quarter report will be published of February.

35. Please provide a list of any training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the number of agency employees that were trained, the names of the trainers, and the total cost of each, if a procurement was made, the name of the contractor and the basis for the non-competitive award, if applicable.

Response: The staff of DHCD strives to balance the needs of the organization as well as its people by providing blended learning activities that allow each team member to achieve their educational goals. All staff have numerous opportunities to enhance and augment their professional development. In addition to their access to technical affordable housing and economic development courses, staff is provided with internal learning opportunities as well as the Center for Learning and Development's suite of facilitator led and online courses. The agency also affords staff the opportunity of continuous learning through the additional resource of LinkedIn Learning, which is web-based.

36. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

Response. Yes. DHCD employees (excluding OCFO and attorney staff) are evaluated by their appropriate supervisor. Evaluations are 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, the agency head, or agency head designees 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 (DCHR). The agency General Counsel conducts the performance review for all agency staff attorneys beginning on September 1st of each year.

Agency-Specific Questions

Housing Development Pipeline

1. **Please provide the following in an Excel spreadsheet:**
 - **List of all DHCD projects that closed in FY18; and**
 - **List of all DHCD funded projects that came online in FY17, FY18, and FY19 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 ASQ 1a and 1b.

2. **On an Excel spreadsheet, please provide the following information regarding 9% LIHTC projects awarded for FY17, FY18, and FY19 to date:**
 - **Name of the awardee;**
 - **Name of all the legal entities comprising the awardee;**
 - **Name of each individual and/or principal of the entity;**
 - **Name and location of project;**
 - **Date of award;**
 - **Description of project; and**
 - **Project timeline.**

Response: See Attachment ASQ 2.

Federal Funding (CDBG/HOME/LIHTC)

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

Response: DHCD will use its CDBG funding in HUD FY18 for activities that revitalize neighborhoods, promote economic development, promote housing opportunities and improve community facilities, and services in low-moderate income communities as outlined in DHCD's FY19 Action Plan. CDBG funds can be used for both housing projects and non-housing community development activities. (Specific projects in HUD FY18 included funding a community facility Bread for the City (via competitive solicitation), down payment assistance through Home Purchase Assistance Program (HPAP), and housing counseling, small business technical assistance and storefront façade improvements through the Neighborhood Based Activities Program (NBAP).

4. Please describe how CDBG funds will be used in FY19, and what changes are being considered for the CDBG funds.

Response: DHCD will use its current CDBG funding in FY19 as stated in the HUD FY18 DHCD FY19 Annual Action Plan and as stated in the Project Summary of DHCD's FY19 Action Plan. Some of the activities are described below:

- 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, such as Bread for the City in SE which is constructing a three-story 30,000 square foot community facility to be used to provide residents with comprehensive services. The new facility will provide brand new medical, dental, vision, and behavioral health clinic; a jobs center; expanded food and clothing distribution centers; legal offices; social services offices; and a fitness center.

5. What funds will be available from CDBG in the 2019 Notice of Funding Availability?

Response: DHCD uses CDBG funding in accordance with the Annual Action Plan submitted to HUD annually. At this time, DHCD is unable to estimate the amount of available funding because we have not prepared the Annual Action Plan for future Fiscal Years, beyond FY19. However, in HUD FY18 DHCD FY19 Annual Action Plan, the plan called for \$3.5 million in CDBG to expand the affordable housing stock.

6. Please describe how HOME funds are being used in FY19, and what changes are being considered for HOME funds.

Response: As noted in the FY19 Action Plan, DHCD will use its current HOME funding to finance the rehabilitation and construction of multifamily affordable rental housing and provide homeownership opportunities. DHCD will continue to fund organizations certified and designated as Community Housing Development Organizations (CHDOs) as required by the HOME regulations.

7. What funds will be available from HOME in the 2019 Notice of Funding Availability (NOFA)?

Response: DHCD uses HOME funding in accordance with the Annual Action Plan submitted to HUD annually. At this time, DHCD is unable to estimate the amount of funding available because we have not prepared the Annual Action Plan for future Fiscal Years, beyond FY19. However, in HUD FY18 DHCD FY19 Annual Action Plan, the plan called for \$4.9 million in HOME to preserve and expand the affordable housing stock.

8. What are DHCD's plans for using HOME funds as operating funds for Community Housing Development Organizations (CHDOs)? Please describe how CHDOs have used that funding.

Response: CHDO Operating funds are currently available. DHCD will support CHDOs and provide Operating Assistance if requested and based upon the pipeline of eligible CHDO projects presented to the agency. Operating expenses are reasonable and necessary costs for the operation of the community housing development organization. Such costs include salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment; materials; and supplies.

9. Have there been any changes to the District's Qualified Allocation Plan (QAP) and the use of tax credits?

Response: The District last updated its Qualified Allocation Plan (QAP) in 2017 and plans to update the QAP every two years. DHCD is currently working on the 2019 update to the QAP and anticipates finalizing the document in Spring 2019.

Tenant Opportunity to Purchase Act (TOPA)

10. What participation was provided by your agency for each TOPA building completed or in process? Identify each developer for each building and the names of the individuals who are the principals for each entity of the developer.

Response:

Nine (9) buildings accessed DHCD financing to complete a TOPA purchase in FY18 using Housing Production Trust Funds. The name of the building and developer are listed below:

Project Name	Address	Ownership Entity	Owner Entities	Description of Entity/Principals
301 Delafield Place Acquisition	301 Delafield Place Northwest	301 Delafield Place NW LLC	Mi Casa, Inc.	Non-profit developer; Fernando Lemos, Executive Director
Tivoli Gardens TOPA	4811-4819 North Capitol Street NE	Tivoli Gardens Owner LLC	Manna Inc.	Non-profit developer; Rev. James Dickerson, President & CEO
			EquityPlus Manager LLC	Principal Participants: Avaram Fechter; Timothy McCarty
			TM Associates	Principal Participants: Bob Margolis
505 Jefferson St	505 Jefferson Street Northwest	Phoenix Cooperative Association	Phoenix Cooperative Association	N/A - tenant purchase
5400-5408 5th St Acquisition	5400 5th Street Northwest	5400 5th Street, NW, LLC	Mi Casa, Inc.	Non-profit developer; Fernando Lemos, Executive Director
2530-2532 Park Place SE	2530 Park Place Southeast	BBC Preservation Fund I, LLC	Manna Inc.	Non-profit developer; Rev. James Dickerson, President & CEO
			EquityPlus Manager LLC	Principal Participants: Avaram Fechter; Timothy McCarty
Belmont Crossing Apartments	4201 7th Street Southeast	Belmont Crossing Partners LLC	MED Developers LLC	Principal Participants: Bruce Finland; Henry Schlenker
710 Jefferson St NW	710 Jefferson Street Northwest	710 Unidos Cooperative Association	710 Unidos Cooperative Association	N/A - tenant purchase
Ben-E Cooperative Association	4701 Benning Rd SE	Ben-E Cooperative Association	Ben-E Cooperative Association	N/A - tenant purchase
1035 48th St	1035 48th St NE	1035 48th LLC	Urban Matters Development Partners	Principal Participant: Ray Nix
			CRG Development, LLC	Principal Participant: Craig Cohen

11. How many buildings completed a TOPA purchase in FY18 and FY19 to date?

Response: The Rental Conversion and Sale Division of DHCD must receive copies of all notices of intent to sell and offers of sale and potential sellers must use government-approved forms made available by DHCD. DHCD does not receive notice that tenants have negotiated and ratified a sales contract or completed the purchase of a housing accommodation.

See answer to question 10 above for TOPA purchases where DHCD financed the TOPA acquisition.

12. How many buildings began the TOPA process in FY18 and FY19 to date, but have yet to complete the purchase?

Response: Tenants are not required to notify the Rental Conversion and Sale Division if they purchase the housing accommodation nor if they assign their rights to a third-party interested in purchasing the housing accommodation.

See answer to question 10 above for TOPA purchases where DHCD financed the TOPA acquisition.

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

Response: The general public, tenants and housing providers do not have significant awareness of their rights or obligations under the Tenant to Purchase Act and can present challenges and prevent tenants from exercising these rights. DHCD provides grants to community-based organizations such as Housing Counseling Services and Latino Economic Development Corporation to provide technical assistance to tenants interested in exercising their right to purchase and raise public awareness of their rights as tenants under TOPA. Often despite their best efforts our CBO partners are unable to reach tenants before they make decisions regarding their rights such as assigning their right to purchase for consideration other than a guarantee of affordable housing.

District Opportunity to Purchase Act (DOPA)

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

Response: DHCD finalized the District Opportunity to Purchase Act (DOPA) regulations and published them on November 16, 2018. At that time, the regulations went into effect. As a result, DHCD does not foresee obstacles to the implementation of DOPA as all properties the District will pursue its right with are going to be assigned to a prequalified developer. Properties will only be awarded when TOPA is unable to be exercised by the tenants.

15. How many applications has DHCD received for DOPA since the rollout of the program?

Response: After the DOPA regulations went into effect, DHCD released an RFQ to prequalify developers. The deadline to apply was January 11, 2019 and DHCD received 40 applications. As a result, DHCD is in the process of determining if each application meets the objectives of the DOPA in order to finalize the list of prequalified developers who can bid on properties. DHCD expects to announce the developers who will be on the DOPA prequalified developer list in the Spring 2019. DHCD can then begin reviewing offers of sale for properties that meet DOPA affordability standards.

16. When does DHCD expect to make its first DOPA building purchase?

Response: DHCD will begin reviewing DOPA notices to determine if properties will be pursued in the Spring 2019. DHCD then will follow the DOPA statute. The DOPA statute describes the following timeline:

- Day 1: When a TOPA notice is received for a property with 25% affordability at 50% of MFI, the property can then be considered for DOPA.

- Day 30: DHCD will have 30 days to conduct due diligence on the property and determine if it will submit a statement of interest to the property owner and tenants.
- Day 31: After the statement of interest is sent, DHCD will issue an RFP to the prequalified developers for the property.
- Day 120: Tenants have up to day 120 to determine if they will pursue their TOPA rights. If they choose not to proceed, or are unable to do so, then DHCD can move forward with awarding the property to the selected prequalified developer.

As a result of the DOPA regulatory timeframes, the choice that tenants need to make on their TOPA rights, the affordability restrictions on properties and the nature of the market when properties go up for sale, DHCD expects to make its first DOPA assignment of rights in FY19.

17. How many DOPA building purchases are expected each year from FY19-FY22?

Response: The pace of DOPA purchases is dependent on the real estate market, the characteristics of the properties offered for sale in a given year, the success of any TOPA efforts, and a variety of other factors. As a planning guide, DHCD estimates exercising its DOPA rights for up to 5 properties.

Home Purchase Assistance Program (HPAP)

18. Who is the current administrator(s) of the program and what is the current division of labor?

Response: The two administrators are listed below. Both administrators assist low-moderate income applicant households with downpayment and closing cost assistance from DHCD. The Greater Washington Urban League is the sole administrator performing settlements of condominiums and cooperatives.

Greater Washington Urban League
 2901 14th Street NW
 Washington, DC 20009

DC Housing Finance Agency
 815 Florida Avenue NW
 Washington, DC 20001

19. Please provide the number of applications, closings, the funds distributed, and average purchase price for the HPAP program for FY18 and FY19 to date.

Response:

FY18 HPAP Applications and Closings by Quarter

Applications	Q1	Q2	Q3	Q4	Total
GWUL	110	149	143	142	544
DCHFA	98	157	86	126	467
	208	306	229	268	1011

Loans	Q1	Q2	Q3	Q4	Total
GWUL	48	50	56	57	211
DCHFA	45	34	33	39	151
	93	84	89	96	362

Funds Distributed: \$19,983,152.14
Average Purchase Price: \$337,500

FY19 Applications and Closings by Quarter

Applications	Q1	Q2	Q3	Q4	Total
GWUL	151				151
DCHFA	34				34
	185				185

Loans	Q1	Q2	Q3	Q4	Total
GWUL	72				72
DCHFA	33				33
	105				105

Funds Distributed: \$4,643,856
Average Purchase Price: \$319,418

20. Please provide the statistics for the pool of HPAP recipients, broken down by the following categories:

- Age
- Gender
- Ethnicity
- Household size
- Income

Response:

FY18 HPAP Recipients by Characteristics

AGE	18-25	26-33	34-42	43-51		52 and above
	20	163	59	45		75
%	5.0	46.1	15.5	12.5		20.8

GENDER	18-25	26-33	34-42	43-51	52 and above
M	11	43	19	13	31
F	42	88	41	32	42

ETHNICITY	Black	White	Asian	Other
	275	43	5	42
%	76.9	10.8	0.5	11.67

HOUSEHOLD SIZE	1	2	3	4	5 or more
	216	65	42	24	15
%	60.0	17.5	11.7	6.6	4.1

INCOME	50% MFI	60% MFI	80% MFI	120% MFI
	106	122	130	4

MFI=Median Family Income

21. What is the breakdown of purchases by home prices and by Ward from HPAP recipients for FY18 and FY19 to date?

Response:

FY18		
Ward	Number FY18	Average Purchase Price
1	15	\$346,375
2	7	\$352,086
3	6	\$303,650
4	19	\$282,888
5	34	\$366,237
6	30	\$358,488
7	117	\$319,153
8	134	\$309,679

FY19		
Ward	Number FY19 YTD	Average Purchase Price
1	8	\$323,333
2	1	\$184,600
3	2	\$299,500
4	10	\$325,750
5	14	\$333,552
6	4	\$289,800
7	31	\$287,693
8	35	\$286,947

22. How many HPAP recipients also utilized EAHP and/or NEAHP?

Response:

EAHP and NEAHP Utilization by HPAP Recipients		
FY18	EAHP	104
	NEAHP	2
FY19 YTD	EAHP	39
	NEAHP	6

23. Provide the underwriting criteria for HPAP and EAHP.

Response: Eligibility and Underwriting Guidelines for HPAP and EAHP loans - Effective January 2018

HPAP Loan	<p>HPAP is a second trust loan for acquisition down payment of up to \$80,000 and closing cost assistance up to \$4,000. All funds are in one loan - not a grant, never forgiven.</p> <p>Loan deferred for minimum 5 years. The amount of assistance and deferral period determined by household income and size. (Refer to the HPAP Assistance Table)</p> <p><u>HPAP Maximum First Trust loan \$453,100</u>, no maximum sales price</p>
EAHP Loan First-Responder Grant	<p>EAHP loans available to DC Government Employees in good standing for 1 year</p> <p>EAHP deferred loan of \$10,000 and up to \$5,000 matching grant based on savings</p> <p>First-Responder additional \$10,000 Recoverable Grant for MPD Officers, Corrections Officers, Firefighters, Paramedics, Emergency Medical Technicians. Matching grant up to \$15,000.</p> <p>EAHP <u>maximum sales price \$679,650</u>, no maximum first trust loan amount</p>
Income to Payment	<ul style="list-style-type: none"> • Maximum housing cost to income is 40% • Housing costs include: <ul style="list-style-type: none"> • First Trust payment; Projected Real Estate Taxes (reflecting Homestead Exemption); Condo / Coop/ HOA Fees ; Homeowners insurance; Mortgage Insurance • Maximum total debt to income ratio is 45% <ul style="list-style-type: none"> • Exceptions based on compensating factors considered, but rare. <u>Compensating factors determined by the HPAP Administrator, may include: household income not included in ratios, savings; employment history; housing payment history</u>
Acceptable First Trust Loan	<p>Conventional, FHA and VA full documentation, fully amortizing fixed rate loans, or ARM loans of minimum 5 year first adjustment, 2% annual cap, 5% lifetime max. DU and LPA approval recommendations encouraged, however HPAP loans will be manually underwritten, and DU/LPA recommendation does not guarantee an approval.</p>

Condo/Coop fees and other fees	HPAP funds <u>cannot pay condo or coop fees</u> . Maximum of 2 months toward escrow for capital contribution. Condo and Coop Fees are counted in monthly debt ratio.
Credit Score	600 middle score with tri-merge credit report. Credit Report less than 120
Credit Report	<u>At Eligibility:</u> Traditional history with minimum 600 middle credit score accepted. No credit score: eligible non-traditional/ alternative credit with minimum three accounts, such as utility, cell phone bills, auto insurance with one year documented history, plus 12 mo. rent history. <u>At Approval:</u> Lender Automated Underwriting accepted for tradelines and rental history. Manually underwritten loans require three tradelines and 12 month rental history, or maximum 36% housing ratio in lieu of rental history. Authorized user accounts <u>are not counted</u> in minimum trade line requirement. Accounts with collections and charge-offs are not considered trade lines.
Income/Employment Requirement	HPAP Eligibility Income requires annualized income from all sources of income from all household members, whether mortgage borrowers or not. HPAP income does not follow mortgage qualifying income guidelines, and uses income from all current sources expected to continue in the future, irrespective of how long the income has been received. Mortgage debt ratio calculations use income calculated according to mortgage qualifying guidelines of FHA, Fannie Mae or Freddie Mac.
Loan Amount and CLTV	Lenders are required to maximize the first trust loan, using 28% housing cost to income as minimum guideline. HPAP Administrator has final say on whether first trust loan meets this guideline. HPAP Notice of Eligibility amount represents a maximum, not a guaranteed amount. Relationship of HPAP amount to first trust loan is not restricted other than by maximizing first trust loan. Total financing cannot exceed the appraised value by more than 5% (105% CLTV).
Rate Buy Downs and Arms	Rate buy down subsidies cannot be paid with HPAP closing assistance. The borrower, lender or third party can pay the buy down subsidy on behalf of the borrower, as disclosed to borrower. ARM - HPAP will qualify applicants based on the first adjustment cap rate.
First Time Homebuyer	HPAP borrowers can have had no residential real estate ownership for 3 years. EAHP borrowers cannot have owned a primary residence in DC for 3 years.
District Residency	HPAP borrowers must all be current District residents to receive eligibility priority. Non-District residence only eligible after all District residents with notices of eligibility have purchased or eligibility expired. EAHP borrowers do not need current District Residency
Borrower Cash Contribution	HPAP borrowers must contribute the greater of \$500 or ½ of all financial assets over \$3,000, other than retirement accounts (i.e. \$7,000 of assets requires \$2,000); Contribution includes some items paid outside of closing which are documented with receipts from borrower payment. EAHP borrowers have no minimum contribution required.

Property Eligibility	Only Single Unit properties eligible for HPAP and EAHP loans. Single family houses, town houses, PUDs, Condominiums and Cooperatives eligible.
HPAP Timelines	Notice of Eligibility issuance 6 business days after receipt of complete application package. Contract acceptance decision 3 business days after receipt of complete contract. Inspection acceptance decision 3 business days after receipt of complete inspection. Underwriting decision 5 business days after receipt of complete application package from Lender. Closing scheduling at least 3 business days after underwriting approval, for documents and funding.

24. Since the statutory increase of the HPAP loan amount, the loan volume of applicants have doubled. Have there been any issues pertaining to the amount of funding for FY18 and FY19 to date?

Response: There were no funding issues for HPAP and EAHP through the close of FY18 or FY19 YTD. DHCD was able to properly deploy sources of funds available to match the demand for both EAHP and HPAP among the income categories of the approvable applicant pool.

25. Have there been any changes made since the last fiscal year to improve HPAP loan repayment servicing?

Response: DHCD continues its compliance-driven work with a focus on asset recovery and collections. As in FY18, DHCD continues to work alongside AmeriNat, its third-party servicer, to improve Home Purchase Assistance Program (HPAP) servicing through the following action steps:

- Consistently working to improve annual residency monitoring by increasing correspondence to non-responsive borrowers;
- Efficiently tracking delinquent borrowers with increased written and telephonic correspondence; and
- All correspondence include more compelling language, transparency, and has been branded to name the Department of Housing and Community Development.

26. How much money are you receiving yearly in HPAP repayments and how are these funds being used??

Response: In FY17, \$26,795,770 was received in HPAP repayments. In FY18, \$22,000,033 was received in HPAP repayments. In FY19 to date, \$2,868,473 has been received in HPAP repayments. Local funds received through HPAP repayments go directly back into the HPAP loan program to fund HPAP/EAHP loans in subsequent years. CDBG and HOME program income received through HPAP repayments fund activities pursuant to DHCD's annual HUD Action Plan.

Agy Fund	Agy Object	Agy Object Title	FY 2017	FY 2018	FY 2019 (Thru Jan)
0100	2002	APPR HPAP REPAY	1,260,955	1,281,356	505,527
	6111	APPR HPAP REPAY	(79)	750	
0100 Total			1,260,877	1,282,106	505,527
0602	2002	APPR HPAP REPAY	1,386,223	1,795,869	513,842
0602 Total			1,386,223	1,795,869	513,842
1734	6111	APPR HPAP REPAY	28	-	-
1734 Total			28	-	-
8201	5105	CDBG HPAP LOAN REPAY	23,185,308	13,741,545	1,499,979
8201 Total			23,185,308	13,741,545	1,499,979
8202	5122	HOME HPAP PROGRAM INCOME	963,335	5,180,513	349,125
8202 Total			963,335	5,180,513	349,125
Grand Total			26,795,770	22,000,033	2,868,473

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

Response:

HPAP Receipts by Type FY18

Agy Fund	Agy Object	Agy Object Title	FY 2018 HPAP		Installment Payments	Other
			Repay Collections	Payoff		
0100	2002	APPR HPAP REPAY	1,281,356	945,345	267,813	68,199
	6111	APPR HPAP REPAY	750			750
0100 Total			1,282,106	945,345	267,813	68,949
0602	2002	APPR HPAP REPAY	1,795,869	1,209,616	545,906	40,346
0602 Total			1,795,869	1,209,616	545,906	40,346
1734	6111	APPR HPAP REPAY	-	-	-	-
1734 Total			-	-	-	-
8201	5105	CDBG HPAP LOAN REPAY	13,741,545	3,560,361	949,263	9,231,921
8201 Total			13,741,545	3,560,361	949,263	9,231,921
8202	5122	HOME HPAP PROGRAM INCOME	5,180,513	825,661	281,352	4,073,500
8202 Total			5,180,513	825,661	281,352	4,073,500
Grand Total			22,000,033	6,540,984	2,044,334	13,414,716

HPAP Receipts by Type FY19

Agy Fund	Agy Object	Agy Object Title	FY 2019 HPAP			
			Repay Collections (Thru Jan)	Payoff	Installment Payments	Other
0100	2002	APPR HPAP REPAY	505,527	459,768	97,142	(51,383)
0100 Total			505,527	459,768	97,142	(51,383)
0602	2002	APPR HPAP REPAY	513,842	387,110	196,255	(69,523)
0602 Total			513,842	387,110	196,255	(69,523)
8201	5105	CDBG HPAP LOAN REPAY	1,499,979	944,267	291,219	264,494
8201 Total			1,499,979	944,267	291,219	264,494
8202	5122	HOME HPAP PROGRAM INCOME	349,125	291,494	104,478	(46,847)
8202 Total			349,125	291,494	104,478	(46,847)
Grand Total			2,868,473	2,082,638	689,094	96,741

28. **Currently, what is the average time it takes for DHCD to re-subordinate an HPAP or HPTF loan for a regular refinance?**

Response: Currently, on average, it takes about thirty (30) days to subordinate Home Purchase Assistance Program (HPAP) debt.

29. **Does DHCD intend to supplement the funds if and when the originally appropriated amount runs out?**

Response: DHCD will monitor and evaluate the demand for HPAP dollars. If the demand exceeds the approved budget, DHCD will discuss options for funding the demand internally and with the Executive Leadership.

30. **What is the maximum income limit for federal funds? How does this compare with the maximum income limit for local funds?**

Response: Federal and local income limits are generally calculated in relation to the HUD Area Median Family Income (MFI), which was \$117,200 for the Washington area in 2018. Maximum income limits differ by federal program both in their percentage of the MFI and how the percentages are adjusted. Reported below are the maximum income limits for initial eligibility for the Federal programs associated with DHCD's programs.

Federal Maximum Income Limits

Program	Most recent year	Description	Dollar amount	Notes
Section 8	Fed FY18	HUD adjusted, Family of 4, 80% of MFI	\$77,450	DHCD does not administer this program
Low Income Housing Tax Credit	Fed FY18	HUD adjusted Family of 4, 60% of MFI	\$70,320	Limits can differ by project based on vintage
CDBG/Home	Fed FY18	Uncapped HUD Family of 4, 80% of MFI	\$93,750	DC uses uncapped limits
National Housing Trust Fund	Fed FY18	HUD adjusted Family of 4, 30% of MFI	\$35,150	This funding was first available in the Winter 2017 RFP

Maximum Income limits differ for local programs as well in their percentage of the MFI and in how the percentages are adjusted.

Local Maximum Income Limits

Program	Most recent year	Description	Dollar amount	Notes
HPTF	Fed FY18	Family of 4, 80% of MFI	\$93,750	
HPAP	Fed FY18	Family of 4, 110% of MFI	\$128,900	By statute. family adjustments stop after family of 5
IZ	Fed FY18	Family of 4, 80% of MFI	\$93,750	
ADU	Fed FY18	Family of 4, 120% of MFI	\$140,650	

The program income and price limits for all of DHCD's programs, local and federal are now accessible through a single portal <https://dhcd.dc.gov/service/rent-and-income-program-limits>

31. What is the average time it takes to reimburse the co-administrators and what is the current status of reimbursement to the co-administrators?

Response: DHCD strives to meet the Quick Payment Act (QPA) of 30 days from approved invoice to payment. The current cycle averages 20 days from loan closing to reimbursement, which results in Administrators carrying about two months of loan closing demand against the line of credit. As a note, liquidity for settlement timing has historically been a challenge for the HPAP program, based on the requirement that it operate as a reimbursable grant program, with DHCD purchasing loans and paying for expenses after they can be documented and invoiced. However, DHCD and the HPAP Administrators regularly monitor the program's funding needs.

Employer-Assisted Housing Program (EAHP)

32. Please provide the number of applications, closings, the funds distributed, and average purchase price for the EAHP program for FY18 and FY19 to date.

Response:

EAHP Descriptive Statistics

	FY18 EAHP
Applications	318
Closings	149
Funds Distributed:	\$3,173,968
Average Purchase Price:	\$362,735
	FY19 EAHP YTD
Applications	68
Closings	45
Funds Distributed:	\$925,883
Average Purchase Price:	\$350,034

33. Please provide the statistics for the pool of EAHP recipients broken down by the following categories:

- Age
- Gender
- Ethnicity
- Household size
- Income

Response:

FY18 EAHP Recipients by Characteristics

AGE	18-25	26-33	34-42	43-51	52 and above
	13	57	53	6	20
%	8.8	37.7	35.5	4.4	13.3

GENDER	18-25	26-33	34-42	43-51	52 and above
M	4	19	16	1	7
F	9	37	37	5	14

ETHNICITY	Black	White	Asian	Other
	118	12	2	17
%	79.2	8.2	1.2	11.4

HOUSEHOLD SIZE	1	2	3	4	5 or more
	79	37	20	10	3
%	53.3	24.8	13.1	6.6	2.1

INCOME	50% MFI	60% MFI	80% MFI	120% MFI
	15	38	74	22

MFI=Median Family Income

34. What is the breakdown of purchases by home price and by Ward for EAHP recipients for FY18 and FY19 to date?

Response:

FY18		
Ward	Number FY18	Average Purchase Price
1	5	\$392,625
2	-	-
3	2	\$368,000
4	7	\$303,500
5	13	\$387,728
6	15	\$400,400
7	50	\$344,669
8	57	\$342,223
FY19		
Ward	Number FY19YTD	Average Purchase Price
1	2	\$392,000
2	-	-
3	1	\$320,000
4	7	\$388,500
5	5	\$500,000
6	5	\$297,000
7	15	\$340,441
8	10	\$341,205

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

Response: DHCD has conducted significant outreach for the EAHP targeted toward homeownership opportunities for District government employees. DHCD has conducted specific outreach efforts before and during its annual DC Housing Expo each year. DHCD also recently participated in the Deputy Mayor for Planning and Economic Development’s Open House where EAHP was showcased as a homeownership opportunity. DHCD also created special fact sheets that we posted on our website and shared at community events, shared details on the program on social media, and promoted the program on our website

36. What has been done by DHCD to ensure that all CBOs and clients are made aware of the recent changes to the program?

Response. No changes to program in FY19 other than annual increase in income maximums which are updated and published during the month of July of the respective year.

In FY18 DHCD implemented changes to the EAHP program, for expanded EAHP assistance and introduction of the EAHP First Responder grant, for all settlements after November 17, 2017.

DHCD communicated the details of the expansion in a letter to all EAHP notice of eligibility holders mailed in November; updated the language of all new notices of eligibility; distributed details of the expansion to all HPAP CBOs and conducted a webinar conference call for CBO staff on November 16. DHCD updated its website with the details and updated Fact Sheet for EAHP and First Responders; supported DCHR email blast to all District Government employees sent December 1, 2017.

37. Does DHCD intend to supplement the funds if and when the originally appropriated amount runs out?

Response: DHCD will monitor and evaluate the demand for HPAP dollars. If the demand exceeds the approved budget, DHCD will discuss options for funding the demand internally and with the Executive Leadership.

Single Family Residential Rehabilitation Program (SFRRP)

38. How many seniors applied for the SFRRP in FY18 and FY19 to date?

Response: The SFRRP had 81 applicants over the age of 62 in FY18 and FY19 to date.

39. What was the average time from SFRRP application submission to project completion in FY18 and FY19 to date?

Response: The average time from SFRRP application submission to project completion in FY18 and FY19 to date is 2 years 9 months.

40. What outreach and support processes has DHCD implemented for the senior population in identifying and searching for appropriate housing?

Response: DHCD works with the Department of Aging and Community Living (formerly Office of Aging) to educate residents on available programs targeting the senior population like SFRRP and other programs.

- 41. SFRRP is closely tied with the Safe at Home program that is administered by the District's Office on Aging. How do the two programs work together to address renovation needs of the senior population in the District?**

Response: SFRRP makes referrals refers to the Safe at Home program for applicants, clients, and other residents who call that may be eligible for those services.

- 42. Explain why DHCD did not receive the federal funding for the Washington Lead Safe Program.**

Response: DHCD did not apply for additional federal funding to address lead remediation.

- 43. How does the agency expect to undertake the tasks of lead remediation for homeowners? How does the agency intend to handle lead issues in rental housing?**

Response: Single-family homeowners now can submit an application through SFRRP to address lead-based paint hazards, while multifamily buildings (including rental units) can now use through DHCD's Small Buildings Program.

Substantial rehabilitation projects funded through DHCD's Consolidated Request for Proposals for Affordable Housing are required to comply with lead-safe rehabilitation practices and pass clearance testing prior to occupancy.

Small Business Technical Assistance (SBTA)

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

Response: In 2018, the Neighborhood Based Activities Program (NBAP) piloted a revised web-based Quarterly Data and Performance (QDAP) for the SBTA program. The QDAP was revised to enable the NBAP to capture and categorize data to track grantee performance to (1) better respond to additional requests for data from the DC City Council for more targeted data on the effects of funding and (2) adapt to changes in federal funding and public sector ecosystem that focus on evidence-based and data-driven decision-making. This updated tool has been fully implemented for fiscal year 2019.

DHCD supports the efforts of Great Streets through our Community Based Organizations by 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 Great Streets grant.

During the 2018 DHCD Expo, DMPED, DMGEO, DSLBD, DCRA, DOEE, and DOES were important contributors/participants with workshops and consultations to entrepreneurs

and small business. Additionally, for the Expo, DHCD continued expansion of the “Small Business Village” concept, inviting small businesses who benefited from SBTA technical assistance, to sell their products and highlight their entrepreneurial success stories.

45. What steps has DHCD made to improve the RFP application submission process?

Response: For the FY19 RFA (Neighborhood Based Activities Program (NABP)), DHCD relied on an electronic application submission and review process utilizing Google Docs. The grant review panel process was performed through teleconferencing and sharing applications and other forms through Google Docs. If any applicant experienced challenges with uploading the application, we provided customer service engagement and if the challenge still existed, the applicant was given an email address to submit the completed application. The independent review panel process was completed in two weeks and the NBAP team review was completed two days later. Recommendations were forwarded to senior management within two days.

46. How many of the organizations that received an SBTA award for FY18 or FY19 have an executed P.O. number?

Response: In FY18 there were twelve SBTA Community Based Organizations (CBOs), all with executed grant agreements and funded purchase orders. For FY19 there are eleven SBTA CBOs, as of 2/13/2018, ten (10) have executed grant agreements and funded purchase orders. One CBO has yet to submit all required documentation to complete compliance and legal sufficiency of the grant agreement.

47. What was the total amount awarded to SBTA organizations in FY18 and FY19 to date?

Response: The total amount awarded to SBTA grantees in FY18 was \$3,331,847.00 and for FY19 it is \$3,123,498.00.

48. How many small businesses did the SBTA provider organizations serve across the District and by Wards in FY18 and FY19 to date? On an Excel spreadsheet, please identify:

- a. the business by address,
- b. the Ward the business is located,
- c. the Ward where the award will take place,
- d. the amount of the award, and
- e. each individual principal of each entity of the business.

Response: See Attachment ASQ 48

Affordable Dwelling Units (ADUs) and Inclusionary Zoning Units

49. How many ADU/IZ units were sold in the past year?

Response: During FY18, no new ADUs were sold but there were 7 ADU resales. Of the 7 ADU resales, 3 are no longer affordable. During FY18, 43 IZ units were sold. In addition, one IZ unit re-sale also occurred and this unit re-sold at an affordable price.

50. How many ADU/IZ rental units are in the pipeline?

Response: ADUs in the pipeline typically arise in one of two ways: either from a DMPED land disposition or from a PUD approved by the Zoning Commission. DHCD is not formally involved in either process.

For some information about ADUs that may be in the pipeline, DMPED hosts the District's Affordable Housing Tracker here: <http://open.dc.gov/economic-intelligence/affordable-production-preservation.html>. As of February 5, 2019, there were 5,934 affordable units under construction and 4,873 in the pipeline. These figures include affordable units produced by DMPED, DHCD, IZ, DCHA, and DCHFA projects. ADU covenants for land dispositions are negotiated by DMPED and ADU pipeline units are tracked by DMPED. ADU covenants for PUDs are negotiated by the Zoning Commission.

DHCD actively tracks the IZ pipeline. IZ units known to DHCD are tracked in the DHCD Quickbase application available publicly through a link on the DHCD Inclusionary Zoning webpage, including status of either planning, under construction, construction complete/lottery pending, construction complete/lottery held or subsequent lottery pending. The direct link to this application is <https://octo.quickbase.com/db/bi9iqv4v7>. As of February 14, 2019, there were 537 IZ units under construction and an additional 103 in the planning phase. These units are included within the totals provided by the DMPED Affordable Housing Tracker cited above.

51. Has a process been set-up for the recapture of HPTF funds used to create for-sale units?

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.

52. Please describe DHCD's current process of enforcement against ADU owners who have defaulted on their loans and/or condo fees.

Response: DHCD is not typically a lender of record and therefore does not in the normal course of business receive notice of foreclosure or liens against affordable dwelling units

(ADUs) that or IZ units. However, if DHCD becomes aware of such issues, as it has a few times in the past, it works with Office of the Attorney General (OAG) and the owner and/or condo association to try to resolve the issues and ensure that the unit remains affordable.

If the ADU affordable for-sale unit includes DHCD-funds (HPTF, CDBG, HOME, NSP), DHCD receives notice of a foreclosure, and if the property has not yet been foreclosed, the Portfolio and Asset Management Division negotiates a settlement with the first trust lender so that DHCD's mortgage is not totally wiped out. If a DHCD loan is in default, AmeriNat notifies PAMD, and PAMD works with the borrower to return the loan to good standing. This process may include a modification or recasting of the loan.

53. What oversight does DHCD have in place 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, used to create ADUs, 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 and Craigslist 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 the Office of the Attorney General (OAG), to notify the owner of the violation and in one 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. Restrictive language is also included in an Acknowledgment of Covenant form, which the IZ program is starting to use, to be signed by the owner at closing and in materials provided by the IZ program to the CBOs for the IZ orientation.

54. What is the process, from start to finish, that an applicant must take in order to purchase an ADU/IZ unit?

Response: To purchase an IZ unit, a household representative must take the following steps:

1. Attend the in-person two-hour IZ Orientation (IZO) hosted by one of the six Community-Based Organizations (CBOs) listed on the DHCD IZ webpage and obtain a certificate of completion.

2. Use the IZO certificate code to create one registration for the household on the DHCD IZ webpage. Per the 12/29/17 revised regulations, new households registering for the IZ program will initially only be eligible for rental unit notifications. To change the registration notifications to “rent or purchase” or “purchase only,” the household must first submit a certificate of completion from a DHCD-approved 8-hour homebuyer course to iz.adu@dc.gov.
3. Check email regularly (at least once a week) to look for IZ lottery announcements (a lottery entry link is open for 7 days). Households who read an IZ lottery email announcement, believe that they meet the requirements and are serious about pursuing the unit complete the lottery link within the email.
4. If a lottery applicant is selected in an IZ lottery, the household representative will receive another email informing them of their selection (by the deadline that was stated in the lottery announcement email) and providing next steps to purchase the unit. The sales team also receives the contact information for all selectees and follows up with them. Within 10 days of the selection email being sent, the household must then send a “Confirmation of Interest” form to the property. Within 30 days of the selection email being sent, the household should provide all required documents, including income verification, to the property. The CBOs serve as Certifying Entities for sale IZ units and conduct income verifications. Within 60 days of the selection email being sent, a sale contract should have been made with one of the selectees. The property can extend any of these deadlines in writing if it so chooses.
5. The applicant must sign an Acknowledgement of Covenant form prior to or at closing, summarizing the main restrictions on the IZ unit.

Prospective IZ applicants are also advised to monitor the listings on <http://dchousingsearch.org/> regularly. All IZ units must be posted on this website before DHCD will conduct a lottery. In instances where DHCD has already conducted the required number of lotteries and has approved the property’s Affirmative Fair Housing Marketing Plan (AFHMP) and Household Selection Plan (HSP) in writing, the property can take direct applicants per the instructions on the www.dchousingsearch.org listing.

The process for applying to purchase an ADU varies according to each property’s Affordable Housing Covenant and for recent ADU properties, DHCD-approved Affirmative Fair Housing Marketing Plan (AFHMP) and Household Selection Plan (HSP). Properties typically offer sale units via a lottery or waitlist system and must advertise on both the Housing Locator Website www.dchousingsearch.org and any other outlets listed in the AFHMP. To purchase an ADU, applicants should follow the instructions in the Housing Locator Website posting. Units on the Housing Locator Website that are marked with a red “R” icon are income

restricted in some way (e.g. LIHTC, IZ, ADU). The comments section will provide additional information on the unit type and how to apply for the opportunity.

55. What is the process, from start to finish, that an applicant must take in order to rent an ADU/IZ unit?

Response: To rent an IZ unit, a household representative must take the following steps:

1. Attend the in-person two-hour IZ Orientation (IZO) hosted by one of the six Community-Based Organizations (CBOs) listed on the DHCD IZ webpage and obtain a certificate of completion.
2. Use the IZO certificate code to create one registration for the household on the DHCD IZ webpage.
3. Check email regularly (at least once a week) to look for IZ lottery announcements (a lottery entry link is open for 7 days). Households who read an IZ lottery email announcement, believe that they meet the requirements and are serious about pursuing the unit complete the lottery link within the email.
4. If a lottery applicant is selected in an IZ lottery, the household representative will receive another email informing them of their selection (by the deadline that was stated in the lottery announcement email) and providing next steps to rent the unit. Within 10 days of the selection email being sent, the household must then send a "Confirmation of Interest" form to the property. Within 30 days of the selection email being sent, the household should provide all required documents, including income verification, to the property. The leasing teams typically serve as Certifying Entities for rental IZ units and conduct income verifications. Within 60 days of the selection email being sent, a lease should have been signed with one of the selectees. The property can extend any of these deadlines in writing if it so chooses.
5. The applicant must sign an IZ Lease Rider, in addition to the lease, summarizing the main restrictions on the IZ unit.

Prospective IZ applicants are also advised to monitor the listings on www.dchousingsearch.org regularly. All units must be posted on this website before DHCD will conduct a lottery. In instances where DHCD has already conducted the required number of lotteries and has approved the property's Affirmative Fair Housing Marketing Plan (AFHMP) and Household Selection Plan (HSP) in writing, the property can take direct applicants per the instructions on the www.dchousingsearch.org listing.

The process for applying to rent an ADU varies according to each property's Affordable Housing Covenant, and for recent ADU properties, DHCD-approved Affirmative Fair Housing Marketing Plan (AFHMP) and Household Selection Plan (HSP). Properties typically offer rental units via a lottery or waitlist system and must advertise on both the Housing

Locator Website www.dchousingsearch.org and any other outlets listed in the AFHMP. To rent an ADU, applicants should follow the instructions in the Housing Locator Website posting. Units on the Housing Locator Website that are marked with a red “R” icon are income restricted in some way (e.g. LIHTC, IZ, ADU). The comments section will provide additional information on the unit type and how to apply for the opportunity.

56. How does DHCD notify or communicate with the buyer or tenant throughout this process?

Response: During the purchase or rental process for IZ units, DHCD communicates with prospective households primarily via email, as indicated in the regulations (Section 2200.6). In instances where an email address is not valid, the agency typically follows up with the household by phone. If, during registration with DHCD, a prospective household requests another form of communication, DHCD will attempt to accommodate the request. For ADUs, which are marketed independently by the development owner or property management, the communication methods will vary by project but are typically similar (primarily email and phone).

57. Please describe what marketing and outreach initiatives are in place to provide the public information about ADU/IZ units coming online and the possibility of renting or purchasing one.

Response: As required by statute, all IZ and ADU unit vacancies (either initial offerings or future vacancies or future resales) must be listed by the project’s owner or owner’s representative (typically the property management in the case of rental units) on the District’s affordable Housing Locator Website: www.dchousingsearch.org. According to the regulations (Section 2207.6), in the case of IZ units that are still subject to DHCD lotteries, DHCD will not conduct the lottery until the unit has been properly listed on this site. If an IZ property has fulfilled its required number of DHCD lotteries and has a DHCD-approved Affirmative Fair Housing Marketing Plan (AFHMP) and a DHCD-approved Household Selection Plan (HSP) on file, the property may also advertise on additional outlets (e.g. community newspapers, other websites and methods) that have been specified in the approved plans. In addition, the public can view both existing and upcoming IZ projects on the public IZ Project Dashboard available through a link on the DHCD Inclusionary Zoning webpage. The direct link to this application is <https://octo.quickbase.com/db/bi9iqv4v7>.

Property Acquisition and Development Division (PADD)

58. What is DHCD’s full inventory of vacant and/or blighted properties under this program? Please provide a list of addresses by ward, square footage, zoning, last appraisal, improvements if any, and date when the property entered the inventory.

Response: Attachment ASQ 58

59. How many RFPs were released in FY18 and FY19 to date that involve PADD properties?

Response: DHCD released five solicitations for eight PADD properties.

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

Response: DHCD may dispose of PADD properties via negotiated sale, competitive solicitation, transfer to another District agency or adjacent property sale. Each process has various statutory requirements and can take between two weeks to two years to dispose of a PADD property.

61. How many PADD properties were disposed of in FY18 and FY19 to date?

Response: 34 properties have been disposed of.

62. Many of the 33 properties for sale as part of the January 18, 2018 online auction went through passive review from this Committee and deemed approved late last year. What is the current status of each of these properties?

Response: 12 – properties have closed
2 – lots were unbuildable
4 – currently seeking zoning approval – closings pending
4 – buyers defaulted – properties will be resold
4 – closing by Friday, March 8, 2019
6 – Pending

63. What was the total revenue acquired from this online auction?

Response: See Attachment ASQ 63.

64. How many affordable units were agreed to be built among the 33 properties that went out for bid and what is the process of ensuring compliance with the award?

Response: From the proposed plans, it will be roughly 50 workforce units, serving households earning up to 120% MFI. However, some of the projects are currently seeking zoning approval so that number could change.

65. Are there profits that result from all transactions involving PADD properties? If so, how much profit was gained from any dispositions in FY18 and FY19 to date?

Response: The total amount of the bids exceeded \$10 million, however, until closings occur and the property transfers title, DHCD will not know the actual revenue generated.

66. How are the PADD inventory properties being maintained?

Response: DHCD has a MOU with the DC Housing Authority to maintain the properties.

67. What are the future plans for the program?

Response: PADD will continue to dispose of DHCD owned property via competitive solicitation, adjacent property sale, and/or transfer to District agency. DHCD is currently evaluating/creating an acquisition strategy to help address vacant and blighted properties within targeted neighborhoods.

Housing Production Trust Fund

68. Please attach a copy of the statutorily required HPTF Annual Report for FY16, FY17, and FY18, as they are not available online.

Response: Please see response to General Question #35

69. According to the HPTF statute, DHCD is required to submit quarterly reports on activities and expenditures. Please provide a copy of any available quarterly reports for FY16, FY17, FY18 and FY19 to date.

Response: DHCD re-implemented its reporting process last year and intends to continue improving the timeliness of its process. The first, second and third quarter reports for FY18 are available on DHCD's website: <https://dhcd.dc.gov/page/housing-production-trust-fund-reports>

The fourth quarter report for FY18 will be published by the end of February 2019. The first quarter report for FY19 is in the process of being prepared and it will be published on the DHCD website upon completion.

70. Please provide the amount of money spent on administration of the fund in FY18 and FY19 to date. Please include the total number of FTEs and a breakdown of expenditures.

Response: In FY18, Administrative costs for the HPTF totaled \$10,341,157 (or 9.2%) of total revenues, including \$27.7 million of FY17 surplus transferred to the Trust. In FY19, through the end of January, administrative expenditures total \$2,765,538 of 12.4% of Year-to-date revenues. Year-end expenditures are projected at approximately \$12.5 million, or 11.8% of projected revenues.

Agency DB0 - HPTF Administrative Expenditures by Object Class					
Org Code 2	GAAP Category	Comp Source Group	Comp Source Group Title	FY18 Expenditures	FY19 Expenditures, thru January
<i>FTEs</i>				57.6	64.8
Administration	Personal Services	0011	REGULAR PAY - CONT FULL TIME	3,250,486	1,961,411
		0012	REGULAR PAY - OTHER	143,612	33,350
		0013	ADDITIONAL GROSS PAY	77,507	13,651
		0014	FRINGE BENEFITS - CURR PERSONNEL	813,901	413,664
		0015	OVERTIME PAY	901	231
	Personal Services Total			4,286,407	2,422,306
	Non-personal Services	0020	SUPPLIES AND MATERIALS	14,166	-
		0030	ENERGY, COMM. AND BLDG RENTALS	1,315	414
		0031	TELEPHONE, TELEGRAPH, TELEGRAM, ETC	117,963	19,027
		0032	RENTALS - LAND AND STRUCTURES	2,064,361	-
		0034	SECURITY SERVICES	54,020	-
		0035	OCCUPANCY FIXED COSTS	58,164	-
		0040	OTHER SERVICES AND CHARGES	657,314	203,906
		0041	CONTRACTUAL SERVICES - OTHER	2,777,515	119,885
		0070	EQUIPMENT & EQUIPMENT RENTAL	309,930	-
	Non-personal Services Total			6,054,750	343,232
Administrative Expenditures, Total				10,341,157	2,765,539

71. Please indicate the balance remaining in the HPTF for FY18 and FY19 to date.

Response: See table below. As of the end of the first quarter of 2019, DHCD had \$173 million in obligations (encumbrances) and pre-encumbrances against this balance.

Period	Starting Balance	Recordation and Transfer Tax	Other Income	Loan Repayments	Transfers from Mayor's Office	Disbursements	Ending Balance
FY17	250,310,894	64,661,298	9,754	3,761,603	42,732,104	(124,487,250)	236,988,404
FY18	236,988,404	61,071,624	5,056,242	6,005,770	12,515,509	(154,240,683)	167,396,867
FY19 1Q	167,396,867	16,795,542	2,121,376	2,870,199	-	(14,244,294)	174,939,690

*** Note: Fund balance is calculated at year end. This reflects the estimated fund balance as of the end of the first quarter of FY19, based on YTD revenues and expenditures.**

72. Please indicate the total amount of funding in the HPTF for FY18 and FY19 to date.

Response: See the Response to Question 71.

73. Please provide a breakdown of the following Fund amounts and an explanation of how the agency defines these categories:

- a. Active requests**
- b. Available funds**
- c. Obligated funds**
- d. Expended funds**

Response: The categories are defined below.

- a. 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 along with other established criteria. In order to be considered an Active Request an application successfully completed the following:
 - o Threshold requirement review—a thorough review of an application compared to established requirements;
 - o Project scoring—a detail multi-layered scoring process that weighs the application against established scoring criteria; and
 - o Selection—a high-level review that analyzing available resources, recommended projects and community needs.
 - o The DHCD Project Pipeline currently has \$166,635,753 in active HPTF requests.
- b. Available Funds - This is the amount of funds available in the Development Finance Division's FY19 budget to be obligated to the active request. The current available project funds in Development Finance's FY19 budget are \$41,854,893 million.
 - o HPTF funds are also used for projects outside of Development Finance, and support a portion of the agency's administrative costs, not to exceed a cap of 15% of total revenue. Total available funds agency wide as of the end of January, for both PS and NPS, are \$58,581,755 million, which includes \$167,396,867 million of the HPTF Fund Balance of \$100,000,000 million included in the FY19 budget load.
- c. 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. Through the end of January, \$147,183,179 in FY19 HPTF funds are obligated to projects, but not yet expended.
- d. 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, \$18,996,499 in FY19 funds have been expended on projects.

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

Response: See table below

FY 2018-19 HPTF Revenues							
Appr Fund	Agy Fund	Agy Obj	Agency Object Title	FY18 Original Budget	FY18 Actual Collections	FY19 Budget	FY19 YTD Collections (Thru Jan)
0610	6112			6,100,581	-	9,099,738	
		2223	HPTF/IZ PENTHOUSE CONTRIBUTIONS		5,017,037		2,349,622
		3232	HOUSING PRODUCTION TRUST FUND		6,005,770		2,814,674
		5160	SINGLE FAMILY REHAB-HPTF				62,116
		5600	INTEREST INCOME		39,205		35
		6111	OTHER REVENUE - OTHER		-		-
		8810	DEED RECORDATION TAXES		1,086,977		1,074,130
		8811	DEED RECORDATION TAXES - .725%		738,287		244,278
		8815	DEED RECORDATION TAXES - 1.5%		-		-
		8816	DEED RECORDATION TAXES - 1.45%		31,402,090		9,420,829
		8820	DEED TRANSFER TAXES		1,389,804		1,218,112
		8826	DEED TRANSFER TAXES - 1.45%		26,285,430		5,110,260
		8841	COOP RECORDATION TAXES-1.825%		108,683		28,190
		8842	COOP RECORDATION TAXES - 2.175%		60,355		11,207
0610	6113			44,737,590	72,133,637	51,565,184	22,333,452
			<i>Deed Recordation/Transfer Subtotal</i>		61,071,625		17,107,006
0620	6218	6801	HPTF Subsidy	48,317,389	12,515,509	39,335,078	-
			Transfer from Prior Year Surplus		27,677,880		
Total Revenues				99,155,560	112,327,026	100,000,000	22,333,452

75. How many applications did HPTF receive in FY18 through FY19 to date? Please provide a breakdown for each year.

- a. Of these applications, how many applications were approved?
- b. How many applications dropped out?

Response:

Consolidated RFP:

- In FY18, DHCD received 28 applications through the Fall 2017 Consolidated RFP, 9 selected.
- In FY19, DHCD received 34 applications through the Summer 2018 Consolidated RFP, to be determined.

TOPA Acquisitions:

DHCD received 3 TOPA acquisition applications through the second quarter of FY18.

Oramenta Newsome Predevelopment Loan:

On June 1, 2018, DHCD opened the rolling application period for the Oramenta Newsome Predevelopment Loan, a new \$2 million fund to help non-profit developers secure the early capital needed to get affordable housing projects off the ground faster. DHCD received 2 predevelopment loan applications in FY18 and 5 applications in FY19 to-date.

To date, no projects that were selected for further underwriting in the funding rounds described above in FY18 or FY19 have dropped out.

76. 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: These categories are not mutually exclusive. The projects that are included in the calculation for each category are listed below the total obligated HPTF for FY18.

a. Preservation – \$79,841,226

Project Name	HPTF Loan Amount
Meadow Green Court/Milestone Senior	\$6,909,668
Tivoli Gardens TOPA	\$2,572,500
Maplewood Courts	\$6,695,000
Parkway Overlook Apartments	\$20,100,000
Partner Arms 2	\$1,155,369
Brookland Place Apartments	\$8,825,000
505 Jefferson St	\$1,371,913
Abrams Hall	\$9,753,037
5400-5408 5th St Acquisition	\$1,395,086
Ben-E Cooperative Association - Tenant Purchase	\$2,517,596
301 Delafield Place Acquisition	\$2,996,612
22 Atlantic Cooperative Association, Inc.	\$2,669,924
2530-2532 Park Place SE	\$900,000
Belmont Crossing Apartments	\$8,000,000
1431 E Street NE Renovation	\$1,221,261
710 Jefferson St NW	\$1,906,250
1035 48th St	\$852,010
TOTAL	\$79,841,226

b. Acquisition – \$22,511,967

Project Name	HPTF Loan Amount
Tivoli Gardens TOPA	\$2,572,500
505 Jefferson St	\$1,371,913
5400-5408 5th St Acquisition	\$1,395,086
Ben-E Cooperative Association - Tenant Purchase	\$2,517,596
301 Delafield Place Acquisition	\$2,996,612
2530-2532 Park Place SE	\$900,000
Belmont Crossing Apartments	\$8,000,000
710 Jefferson St NW	\$1,906,250
1035 48th St	\$852,010
TOTAL	\$22,511,967

c. Construction, development, and redevelopment – \$145,126,319

Project Name	HPTF Loan Amount
3534 East Capitol Street NE (New Construction)	\$19,665,633
1164 Bladensburg Road NE (New Construction)	\$10,833,567
28th Place, SE (New Construction)	\$400,000
8th and T Street, NW (New Construction)	\$508,950
Liberty Place Apartments (New Construction)	\$9,248,431
Amber Overlook (New Construction)	\$5,872,431
Delta Towers (New Construction)	\$23,261,307
Capitol Vista (New Construction)	\$18,006,741
Meadow Green Court/Milestone Senior	\$6,909,668
Maplewood Courts	\$6,695,000
Parkway Overlook Apartments	\$20,100,000
Partner Arms 2	\$1,155,369
Brookland Place Apartments	\$8,825,000
Abrams Hall	\$9,753,037
22 Atlantic Cooperative Association, Inc.	\$2,669,924
1431 E Street NE Renovation	\$1,221,261
TOTAL	\$145,126,319

d. Permanent Supportive Housing (PSH) – \$16,396,268

Project Name	HPTF Amount Allocated to PSH Units
3534 East Capitol Street NE	\$2,153,171
1164 Bladensburg Road NE	\$2,333,384
Parkway Overlook Apartments	\$1,005,000
Partner Arms 2	\$1,155,369
Abrams Hall	\$1,950,607
Liberty Place Apartments	\$1,823,634
Delta Towers	\$2,339,126
Capitol Vista	\$3,635,977
TOTAL	\$16,396,268

e. Housing for persons at 0-30 percent of MFI/AMI (not including PSH) – \$33,715,717

Project Name	HPTF Amount Allocated to 30% MFI Units (excl. PSH)
Meadow Green Court/Milestone Senior	\$1,727,417
Tivoli Gardens TOPA	\$507,254
Maplewood Courts	\$956,429
1164 Bladensburg Road NE	\$51,989
Brookland Place Apartments	\$3,228,659
505 Jefferson St	\$861,843
Liberty Place Apartments	\$63,801
5400-5408 5th St Acquisition	\$800,459
Ben-E Cooperative Association - Tenant Purchase	\$357,226
301 Delafield Place Acquisition	\$1,359,574
22 Atlantic Cooperative Association, Inc.	\$1,635,328
1431 E Street NE Renovation	\$341,953
Delta Towers	\$20,922,181
710 Jefferson St NW	\$901,605
TOTAL	\$33,715,717

f. Housing for persons at 31-50 percent of MFI/AMI – \$96,160,641

Project Name	HPTF Amount Allocated to 50% MFI Units
3534 East Capitol Street NE	\$17,512,462
Meadow Green Court/Milestone Senior	\$5,182,251
Tivoli Gardens TOPA	\$724,648
Maplewood Courts	\$5,738,571
1164 Bladensburg Road NE	\$8,448,194
Parkway Overlook Apartments	\$19,095,000
28th Place, SE	\$232,558
505 Jefferson St	\$439,716
Abrams Hall	\$7,802,430
Liberty Place Apartments	\$7,145,289
5400-5408 5th St Acquisition	\$457,405
Ben-E Cooperative Association - Tenant Purchase	\$2,126,348
301 Delafield Place Acquisition	\$1,248,588
22 Atlantic Cooperative Association, Inc.	\$834,351
TOTAL	\$96,160,641

g. Housing for persons at 51-80 percent of MFI/AMI – \$21,365,660

Project Name	HPTF Amount Allocated to 80% MFI Units
Tivoli Gardens TOPA	\$1,340,599
28th Place, SE	\$167,442
Brookland Place Apartments	\$5,596,341
8th and T Street, NW	\$508,950
505 Jefferson St	\$70,355
Liberty Place Apartments	\$215,707
5400-5408 5th St Acquisition	\$137,222
Ben-E Cooperative Association - Tenant Purchase	\$34,022
301 Delafield Place Acquisition	\$388,450
22 Atlantic Cooperative Association, Inc.	\$200,244
Amber Overlook	\$3,723,981
Belmont Crossing Apartments	\$8,000,000
1431 E Street NE Renovation	\$879,308
710 Jefferson St NW	\$103,041
Total	\$21,365,660

77. Is DHCD hitting the AMI affordability requirements for Housing Production Trust Fund, particularly in regard to the 0-30% AMI? Please provide a breakdown of the percent of HPTF funding by income category of units funded for FY17, FY18, and FY19 (projected, if available).

Response: Beginning with the 2015 Consolidated RFP, DHCD has placed much greater emphasis on 30 and 50 percent of the area median family income (MFI) units. As the data for FY18 demonstrates, performance in relation to affordability guidelines continues to improve. 87% of all funding was obligated to MFI units in the 0-30 and 31-50 percent MFI categories, and 30% of funding was obligated for units in the 0-30 percent MFI category.

A continuing challenge related to these targets is that many existing affordable units are reserved at 60 MFI. All HPTF funds spent to preserve these units count in the 51-80 percent MFI category. The 0-30 and 31-50 percent units are more easily achieved in projects that produce new units. An additional challenge is the limited availability of LRSP for 30% MFI, non-PSH units.

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

Fiscal Year Oct.1 - Sept. 30	Percent of Total HPTF Funding Obligated to 30% and below MFI Units for the Fiscal Year	Percent of Total HPTF Funding Obligated to 31 - 50% MFI Units for the Fiscal Year	Percent of Total HPTF Funding Obligated to 51 - 80% MFI Units for the Fiscal Year
FY2017	28%	28%	45%
FY18	30%	57%	13%
FY19 (to date plus projected)	17%	72%	11%

78. 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. At least 5 percent of housing units on wheelchair accessible floors (ground floor or floors with elevators) must be built to Uniform Federal Accessibility Standards (UFAS). While DHCD does not track the aggregate number of units available to tenants with disabilities, DHCD does prioritize the creation of Permanent Supportive Housing (PSH) units, many of which serve tenants with physical or other disabilities. As described in the most recent RFP, PSH units provide supportive housing for individuals and families who were once homeless and continue to be at imminent risk of becoming homeless, including persons with disabilities as defined in 24 C.F.R.582.5, for whom self-sufficient living may be unlikely and whose care can be supported through public funds. Likewise, under the Continuum of Care (CoC) Interim Rule, HUD defines PSH as permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently. In FY18, DHCD funded 9 projects with 196 PSH units and in FY19 to-date, DHCD funded 3 projects with 28 PSH units.

In addition, DHCD’s RFP provides prioritization scoring points to projects that go beyond the minimum accessibility requirements. Additional points are awarded to projects that follow UFAS requirements for at least 20% of PSH units created and for projects that follow universal design requirements for 100% of the senior housing units created.

- b. Seniors. All units supported by HPTF are available to seniors. In FY18 DHCD funded four projects with 369 units reserved for seniors: Meadow Green Court/Milestone Senior (45

units), 1164 Bladensburg Road NE (65 units), Abrams Hall (80 units), and Delta Towers (179 units). In FY19 to-date, DHCD has funded one project with 58 senior units – 555 E Street SW. There are five additional projects currently in underwriting that will produce 187 senior housing units. This increase in senior housing since FY17 is the result of the addition of prioritization scoring points in the RFP for projects with senior housing units.

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

79. The last Consolidated Request for Proposals (RFP) was issued in October of 2018. When will the results of the last RFP be publicized?

Response: The results are expected to be announced in the coming weeks.

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

Response: DHCD budgeted approximately \$40-50 million in HPTF funding for the Summer 2018 Consolidated RFP. This amount may increase based on updated budget availability at the time when selections are finalized. Additionally, 9 percent LIHTCs and HUD funding sources such as National Housing Trust Fund (NHTF) were made available for applications.

81. When will the next Consolidated RFP be released?

Response: DHCD anticipates the next Consolidated RFP to be released in the Spring 2019.

82. On an Excel spreadsheet, please provide the following information regarding HPTF projects awarded from Consolidated RFPs for FY16, FY17, and FY18:

- Name of the awardee;
- Name of all the legal entities comprising the awardee;
- Name of each individual and/or principal of the entity;
- Name and location of project;
- Date of award;
- Description of project; and
- Project timeline.

Response: See Attachment ASQ 82

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

Response: DHCD is currently evaluating resources available for the next Consolidated RFP. DHCD will continue to focus the funds available such that they meet the statutory requirements of the various funding sources.

84. How many TOPA acquisition projects has DFD closed on using HPTF funds in FY17, FY18, and FY19 to date? How many TOPA acquisition projects are currently in the agency's pipeline?

Response: Thirteen (13) projects totaling 832 units accessed DHCD financing to complete a TOPA purchase in FY17. Nine (9) projects totaling 449 units accessed DHCD financing to complete a TOPA purchase in FY18. To-date, no projects have accessed DHCD financing to complete a TOPA purchase in FY19. One (1) TOPA acquisition project totaling 22 units is currently in DHCD's pipeline. Note: TOPA applications are now accepted through the Preservation Fund administrators.

85. 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: DHCD is committed to delivering Permanent Supportive Housing (PSH) units and services in a timely fashion. In the provision of PSH, DHCD's activities are limited to providing the financing to produce the housing and the unit financing related compliance. The agency does not play a direct role in the selection of service providers, the timing of services funding or the provision of services to households in the designated PSH units that it finances. For example, the Department of Human Services (DHS) has established Human Care Agreements (HCA) with a number of qualified providers. A developer can use one of the DHS providers with an existing HCA to avoid any lag in terms of finding a provider for the site as the contract and funding mechanism are already established.

Since 2015, DHCD has provided financing to properties that have produced 394 permanent supportive housing (PSH) units, there are another 349 PSH units are under construction, and another 157 in the agency's multifamily pre-development pipeline (900 units in total). In the Summer 2018 Consolidated RFP, DHCD further incentivized applicants to choose qualified providers by making the applicant's selection of a provider pre-approved by DHS a condition to receiving additional prioritization scoring points.

With DHCD's contribution of units for the provision of PSH achieving significant scale and significant experience with PSH increasing across the District Government, the agency is now engaged with sister agencies, developers, and the homelessness service provider and

beneficiary communities through the Interagency Council on Homelessness in a process to map and improve the delivery of PSH units and services.

86. Has DHCD made any changes over the past calendar year to increase the efficiency of the processes and procedures involved in the TOPA acquisition assistance program?

Response: DHCD substantially improved the online application process for TOPA acquisition projects in FY17. The requirements for an online TOPA acquisition submission were further clarified and a number of the program guidelines were standardized. In addition, during FY18, DHCD focused its efforts on launching the Housing Preservation Fund program.

Since the Housing Preservation Fund was launched in the fourth quarter of FY18, DHCD has begun the process of developing policies and procedures for the next stage of the TOPA acquisition assistance program. In the interim, the Housing Preservation Fund will continue to serve as a financing option for TOPA acquisition projects.

87. Describe how DHCD has implemented 11 DCMR § 414, under which an owner who constructs habitable penthouse space in a non-residential building must either produce or financially assist in the production of affordable units, or contribute to the HPTF. What was the total amount of HPTF contributions received under this provision in FY18 and FY19 to date?

Response: DHCD has worked with DCRA, which created a Penthouse Addendum form to indicate when the construction of habitable penthouse space triggers either a payment to HPTF or production of affordable units. DCRA notifies DHCD of such instances, by providing a copy of the form, initialed by the Zoning Administrator, indicating that the amount due has been confirmed, and DHCD collects at least half of the required amount prior to issuance of the building permit. DHCD then submits a receipt, copy of the check and the initialed addendum to DCRA, which then has the form signed by the Zoning Administrator and issues the building permit. DHCD maintains a spreadsheet of properties, amounts due and paid and shares it with DCRA and OP monthly. A similar situation occurs for the remaining balance due, prior to issuance of a Certificate of Occupancy. In FY18, \$5,017,037 was received and as of February 14, 2019, \$1,230,582.65 was received in FY19 to date.

Housing Preservation Fund

- 88. DHCD has stated that the administration's intent is to provide loans that with a 3:1 private to public leverage ratio. Has this goal been achieved and what strategies are being used to achieve this goal?**

Response: The Housing Preservation Fund was established by Mayor Bowser to leverage local funds with private dollars, 3:1. DHCD competitively selected two administrators for the Housing Preservation Fund, DC LISC and Capital Impact Partners. A requirement of the solicitation was that a fund administrator would be able to achieve 3:1 leverage ratio immediately and for the life of the grant period. Each of the fund administrators has demonstrated the 3:1 ratio leverage and the preservation fund loans are meeting the 3:1 ratio goal as well.

Of the 3 loans that have closed, each has reached a 3:1 loan leverage. Six additional loans have received passive approval, but the official terms are not locked until closing. The remaining loans are scheduled to close in the spring 2019 but are aiming for a similar loan leverage.

- 89. How many applications were received for the Housing Preservation Fund in FY18 and FY19 to date?**

Response: DHCD has provided passive approval to 9 projects, 3 closed, 5 pending and 1 withdrawn with over \$33 million of \$40 million fund committed.

- 90. How many projects have been funded through the Housing Preservation Fund in FY18 and FY19 to date?**

Response: Only FY18 funding has been disseminated. Within the 1st quarter, 3 projects have closed. An additional 6 have received passive approval from DHCD and are awaiting closing. 1 project withdrew its interest after receiving passive approval.

FY19 funding is expected to be disseminated in the spring of 2019.

Miscellaneous

- 91. Please provide all Housing Provider Ombudsman reports, including all reports labeled "Annual Report", submitted by the Housing Provider Ombudsman to DHCD for calendar years 2011 through 2018.**

Response: See Attachment ASQ 91a-d.

92. Please provide a chronicle of DHCD's involvement with 800 Southern Avenue SE inclusive of any financials or decisions regarding the management, maintenance, repairs and ownership of the property.

Response:

- The Park Southern (800 Southern Avenue, SE) property transitioned from receivership to ownership by the residents and Vesta Management Corporation per a court-ordered Conservator in 2016.
- For many years, the property had declining property conditions and a need for extensive renovation.
- At no time did DHCD have title to the Park Southern property. Rather, DHCD provided critical property management support and funding in times when operating funds were insufficient.
 - As of July 30, 2016, the pay-off amount of the Park Southern Housing Production Trust Fund (HPTF) loan was \$3,573,998 and the expenses incurred by DHCD to ensure utilities were not disconnected and to conduct critical repairs totaled \$1,190,685.
 - Thus, the total pay-off (loan + expenses) was approximately \$4,764,691 at the time of ownership transfer. DHCD did not request payoff immediately due to the financial circumstances of the project.
- Under the new ownership (residents and Vesta), the Park Southern project has submitted an application twice to DHCD requesting additional funds for an extensive renovation and permanent financing in recent rounds of the District's consolidated RFP. Though previous proposals did not prove successful, the developers were briefed on the scoring of their application, and currently have a proposal under consideration in the latest application round. The current proposal is under review by DHCD (2018 NOFA) and selections are pending.

93. Please provide a chronicle of DHCD's involvement with 1331-1333 Alabama Avenue SE inclusive of any financials or decisions regarding the management, maintenance, repairs and ownership of the property.

Response: DHCD is not involved with the property located at 1331 or 1333 Alabama Avenue SE.

Condominium Association Advisory Council (CAAC)

94. Please provide an update on the status of the Condominium Association Advisory Council (CAAC), established by L21-0241, the Condominium Owner Bill of Rights Amendment Act of 2015, and effective from April 7, 2017.

- a. Under which agency's auspices is the CAAC?
- b. Who is the point-of-contact for the CAAC?

- c. Has the CAAC met? If so, when did the CAAC meet? If not, why has the CAAC not met and when is it expected that the first meeting will take place?**
- d. Has the Mayor or Council made appointments to the CAAC? If so, who are they? If not, when are they expected to be made?**
- e. Were rules or a Mayor's Order required to implement the CAAC? If so, when were they issued?**

Response:

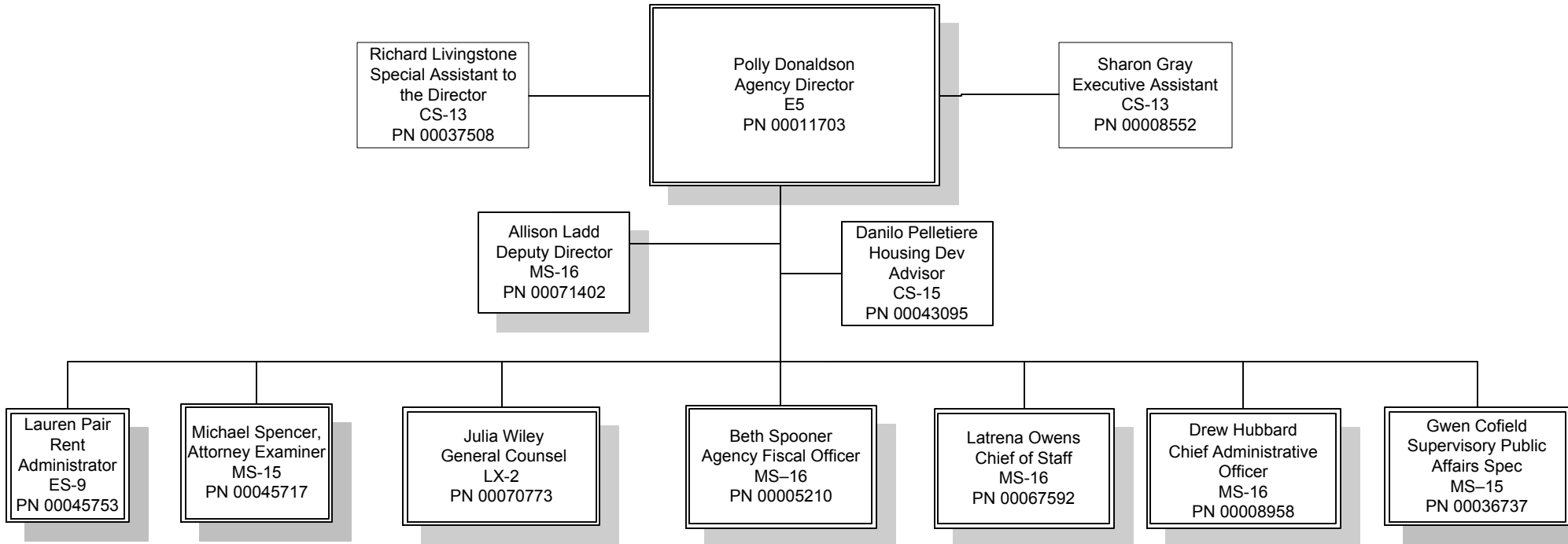
- a. The Condominium Association Advisory Council is under the auspices of the Department of Housing and Community Development (DHCD);
- b. Latrena Owens Chief of Staff is the point of contact for the agency.
- c. The Council has not met as some appointments to the Council are outstanding. The first meeting of the Council will take place upon the appointment of a majority of members such that a Chairperson can be elected from the 10 community member representatives as provided by the enacting legislation. More information about the Council may be found online at <https://octo.quickbase.com/db/bjngwsngm?a=q&qid=-1079331&isDDR=1>.
- d. Mayor Bowser has appointed three of four representatives including: Shaun Snyder, community representative; Lanet Scott, community association management industry representative; and Lisa Wise, mortgage industry representative. The vacant, fourth, position is for a representative from the legal community who is an attorney licensed to practice in the District and has at least five years of experience representing community associations.
- e. No Mayor's order or regulations are required.



Department of Housing and Community Development (DHCD)

Office of the Director/Performance Management Division
As of 2/19/2019

11



Yellow- Vacant
Green- Term
Page 1 of 18



Department of Housing and Community Development (DHCD)

Office of the Deputy Director

8

Allison Ladd
Deputy Director
MS-16
PN 00071402

Terrance Laney
Staff Assistant
ES-6
PN 00028496

Vacant
Asset Manager
MS-15
PN 00051359

Yonghong Luo
Strategic Program
Specialist
MS-13
PN 00020406

Gene Bulmash
IZ Manager
MSS-14
PN00045735

VACANT
Rental Conversion
& Sales Admin
MSS-15
PN00045753

Vacant
Supv Housing &
Development
MSS-15
PN00025545

Gwen Cofield
Supervisory Public
Affairs Specialist
MS-15
PN 00036737

Lamont Lee
Residential and
Community
Services Division
MS-15
PN 00051361

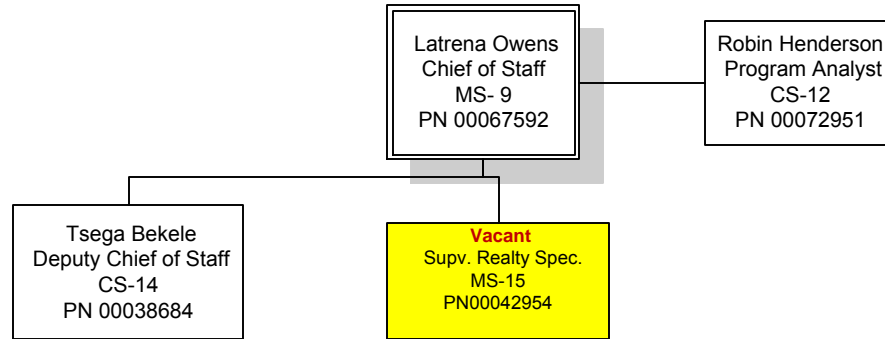
Yellow- Vacant
Green- Term
Page 2 of 19



Department of Housing and Community Development (DHCD)

3

Office of the Chief of Staff

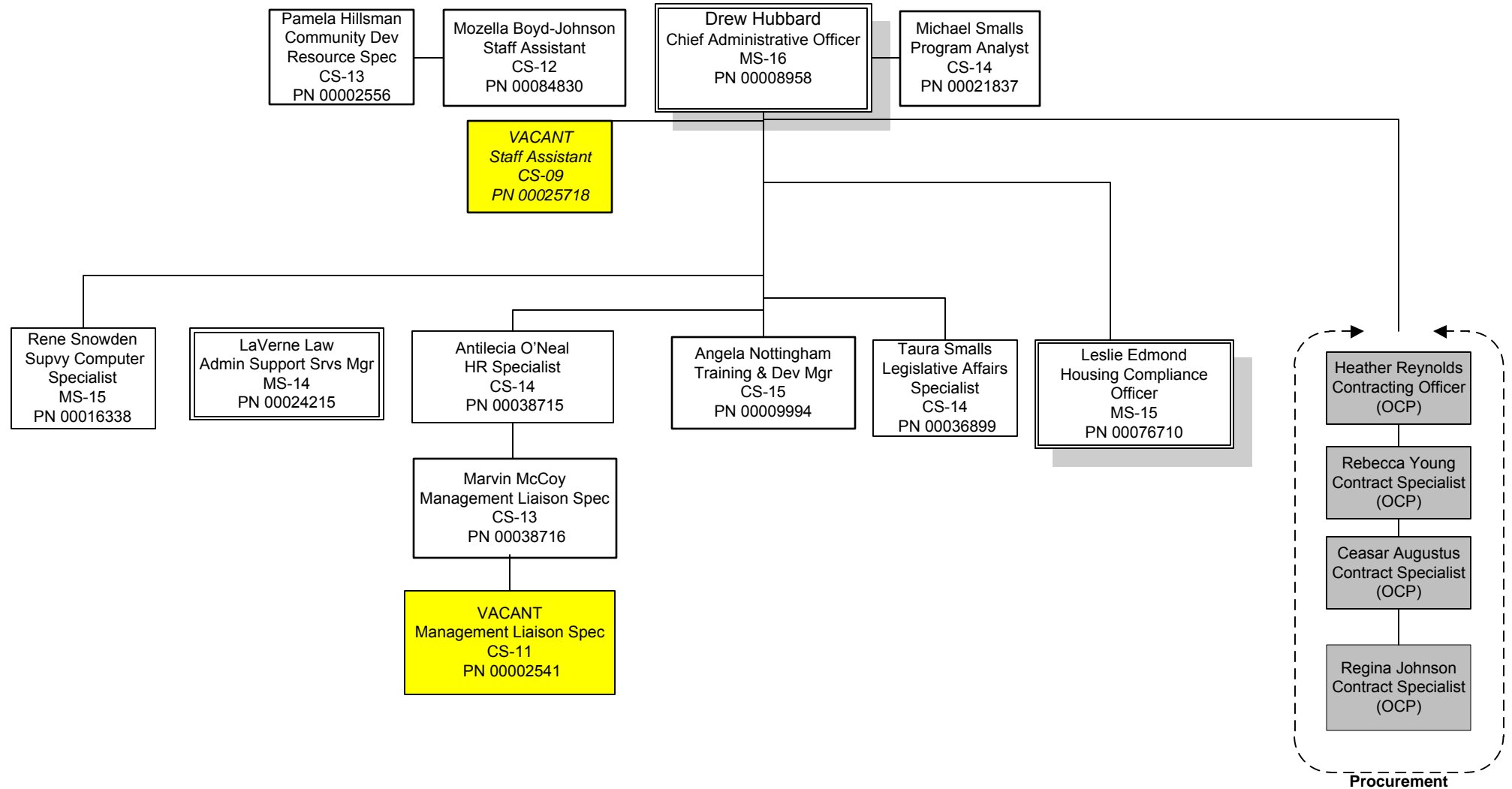


Yellow- Vacant
Green- Term
3 of 19



Department of Housing and Community Development (DHCD)

Office of the Chief Administrative Officer

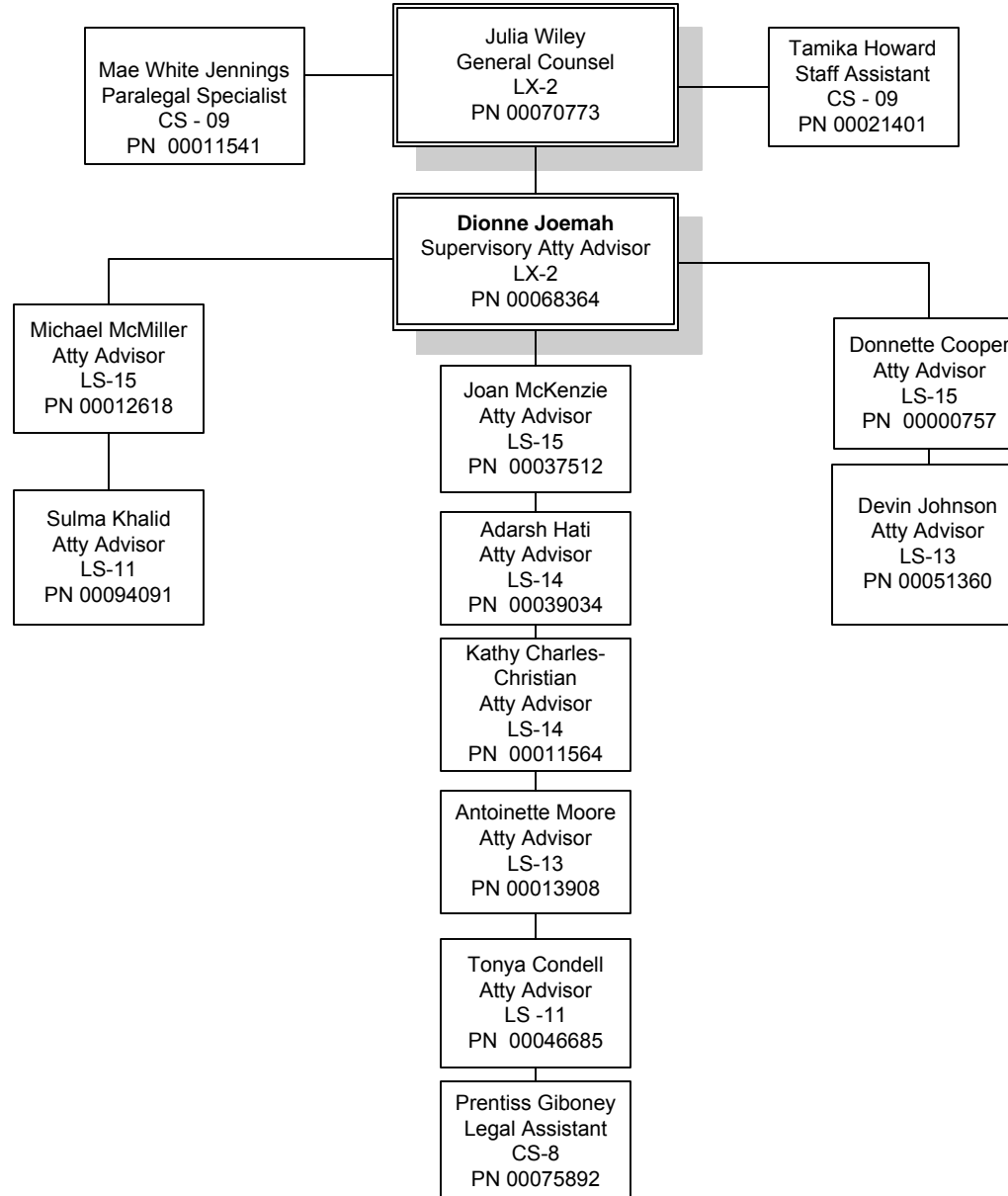


Yellow- Vacant
 Green- Term
 Gray- Non DHCD Employee
 Page 4 of 18



Department of Housing and Community Development (DHCD)

Office of the General Counsel

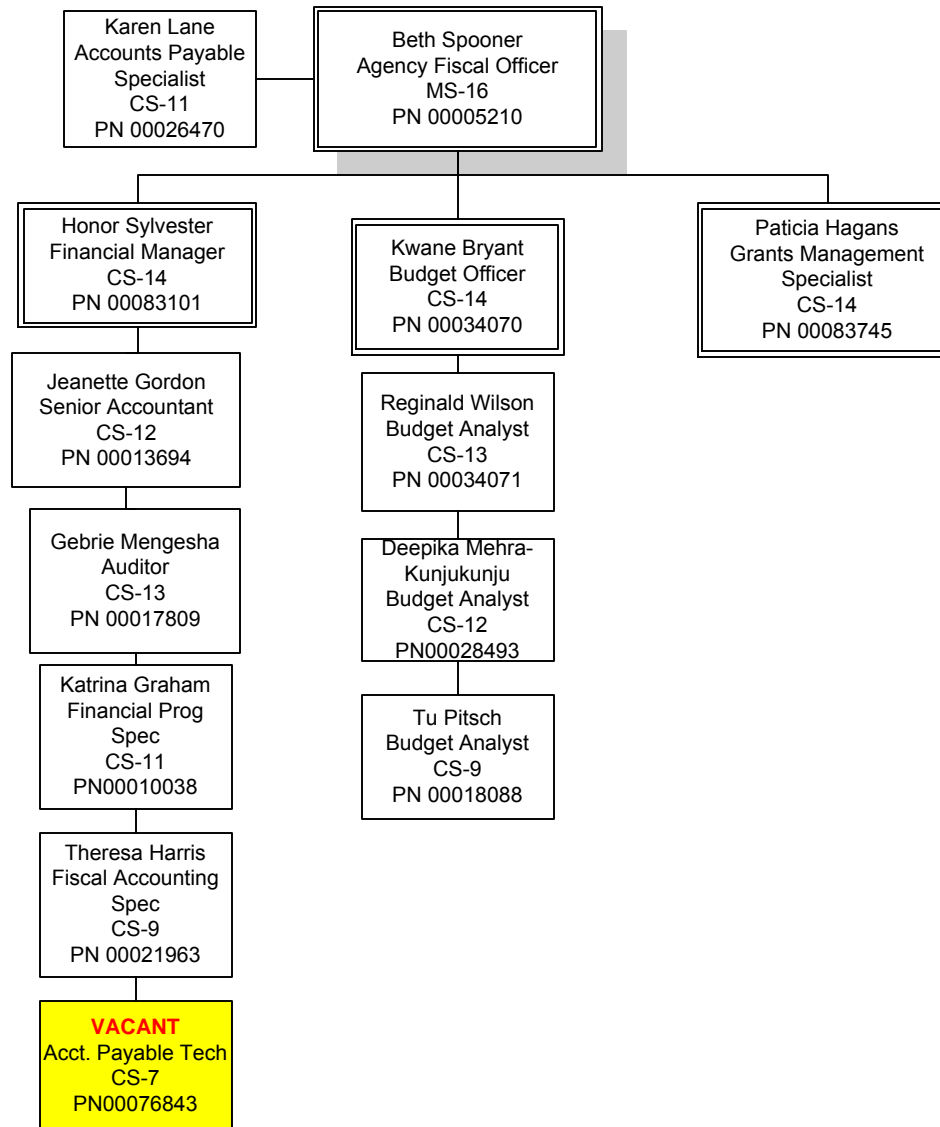


Yellow- Vacant
Green- Term
5 of 19



Department of Housing and Community Development (DHCD)

Agency Financial Officer



Yellow- Vacant
Green- Term
Page 6 of 18



Department of Housing and Community Development (DHCD)

Office of Communications & Community Outreach

3

Gwen Cofield
Supervisory Public Affairs
Specialist
MS-15
PN 00036737

Vacant
Public Affair Spec.
CS-14
PN 00036050

Robyn Wilkes
Public Affairs Spec
CS-13
PN 00019986

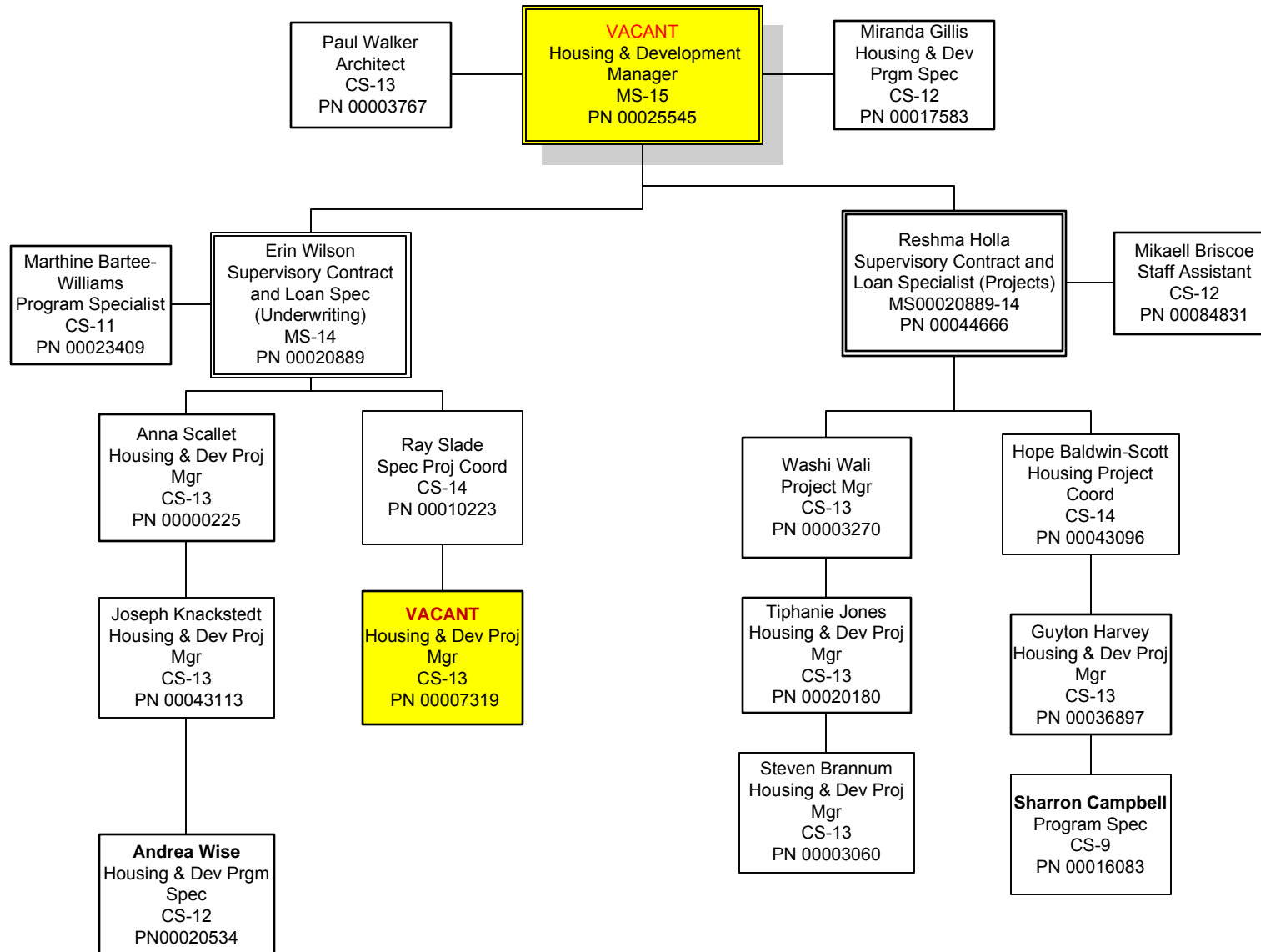
Vacant
Community Dev
Resource Spec
CS-12
PN 00045736

Yellow- Vacant
Green- Term
Page 7 of 18



Department of Housing and Community Development (DHCD)

Development Finance Division (DFD)



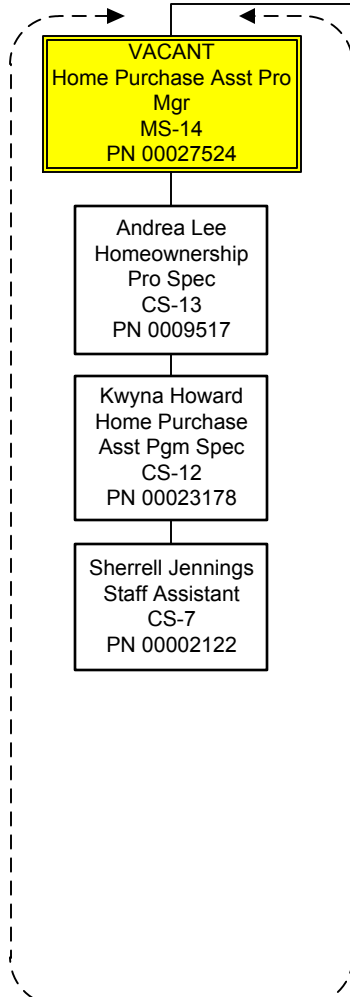


Department of Housing and Community Development (DHCD)

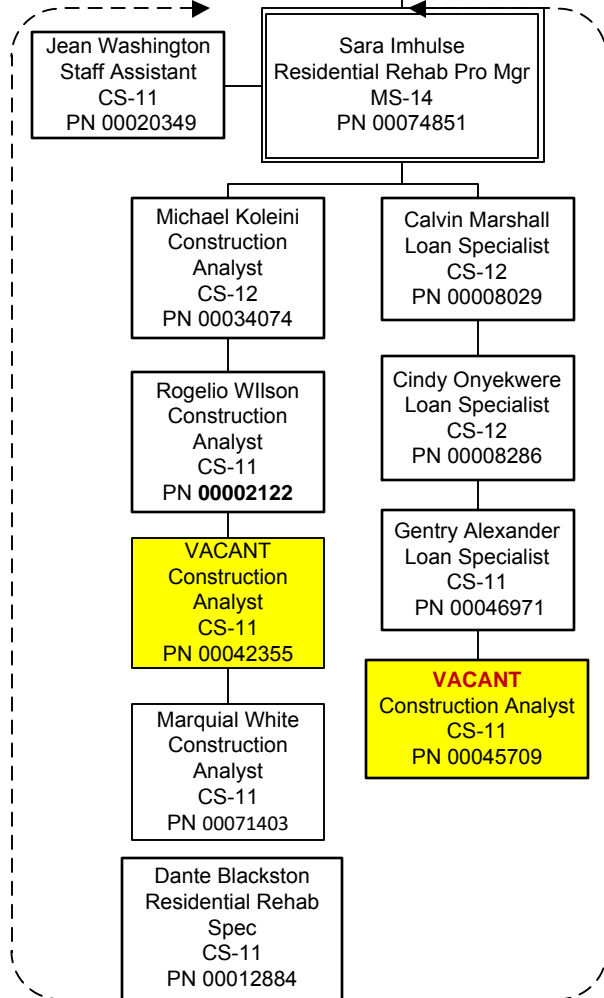
Residential and Community Services Division

Lamont Lee
Supervisory Program Manager
MS-15
PN 00051361

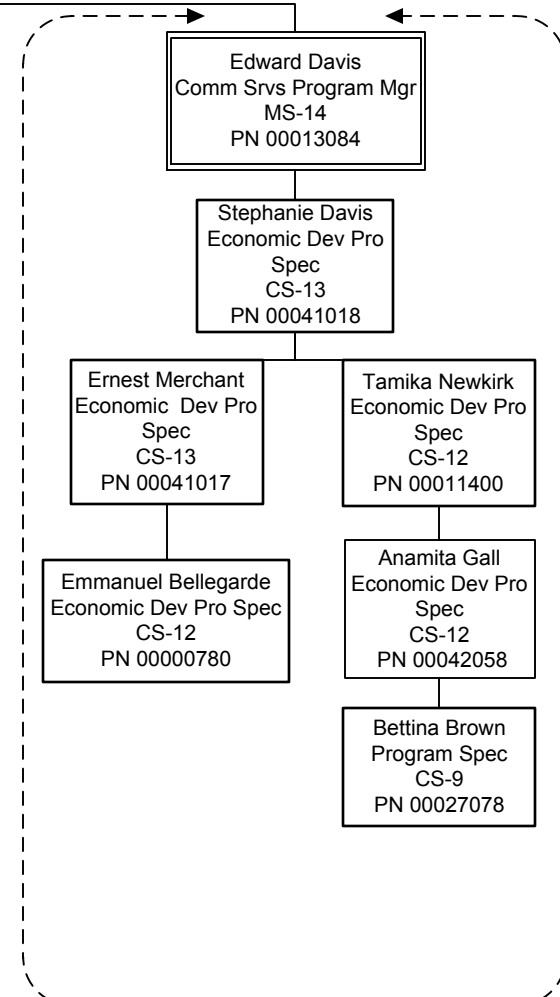
Vanessa Hardy
Grants
Management
Specialist
CS-12
PN 00024203



Homebuyer Assistance (HPAP)



Single-Family Residential Rehabilitation Program



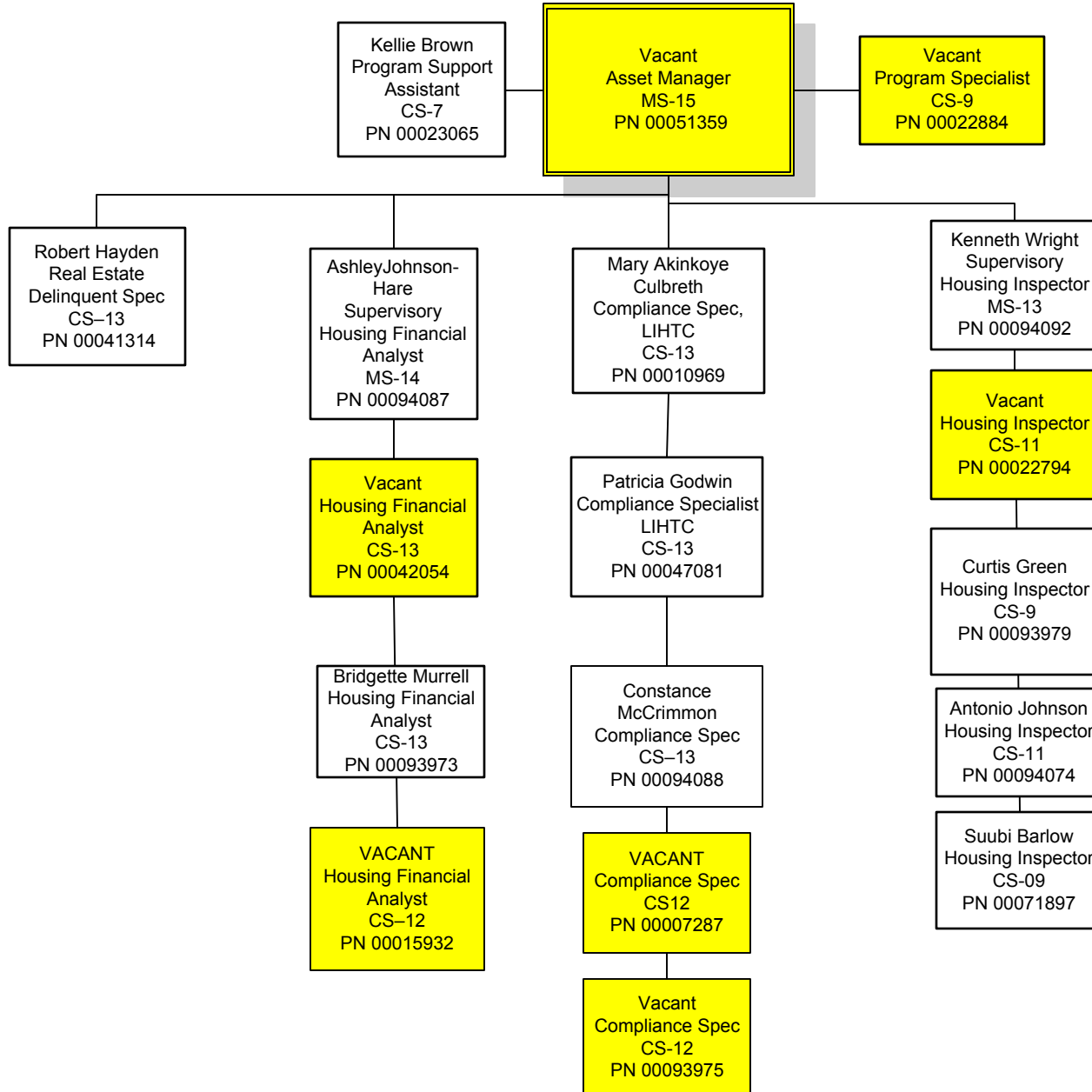
Neighborhood Based Activities Program

Yellow- Vacant
Green- Term
Page 9 of 18



Department of Housing and Community Development (DHCD)

Portfolio and Asset Management

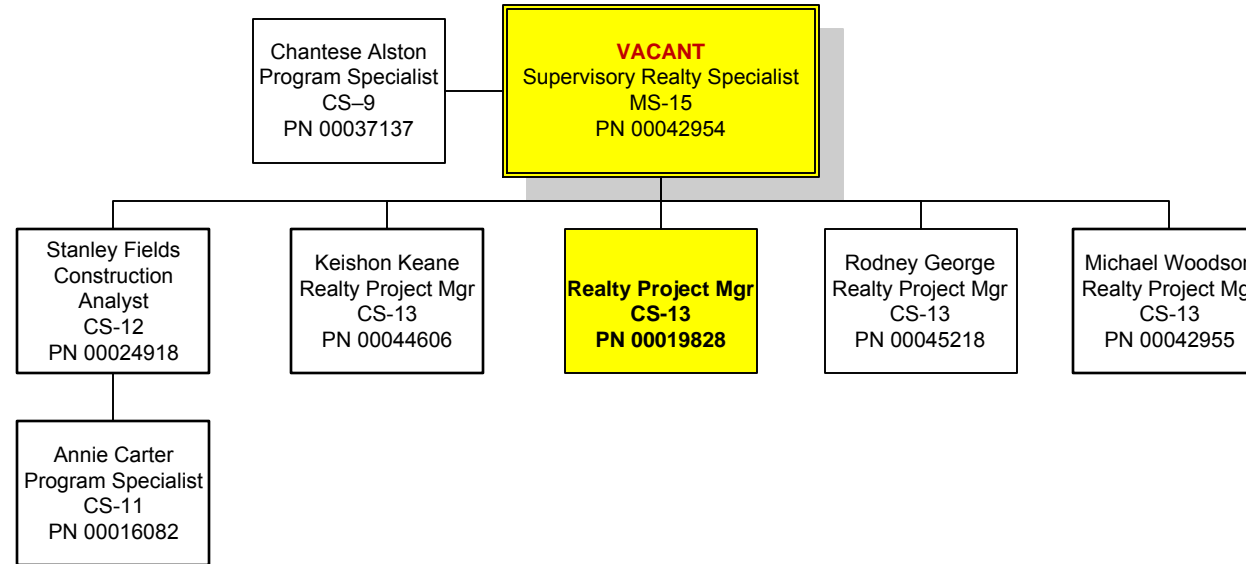


Yellow- Vacant
Green- Term
Page 10 of 18



Department of Housing and Community Development (DHCD)

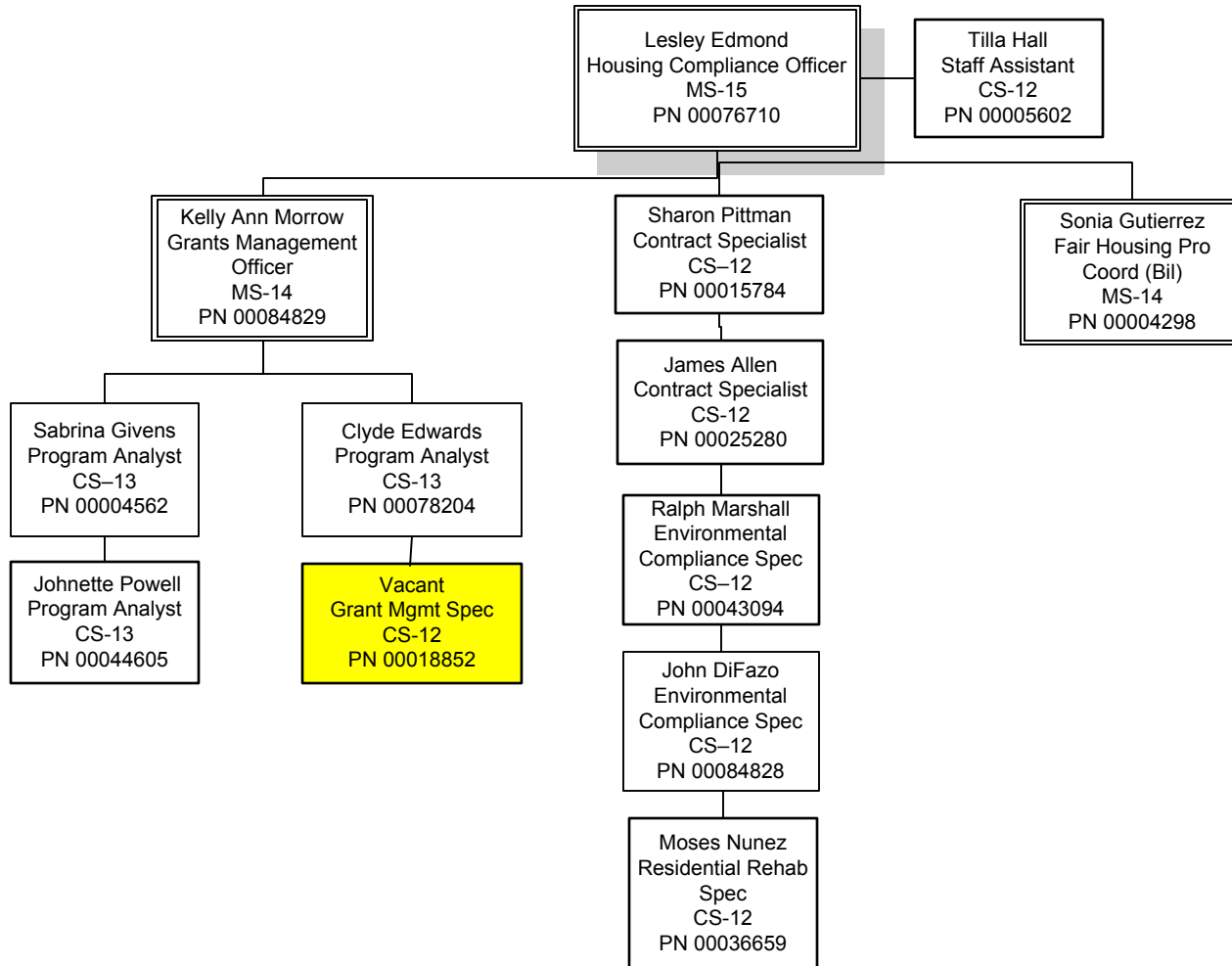
Property Acquisition and Disposition Division (PADD)





Department of Housing and Community Development (DHCD)

Program Monitoring



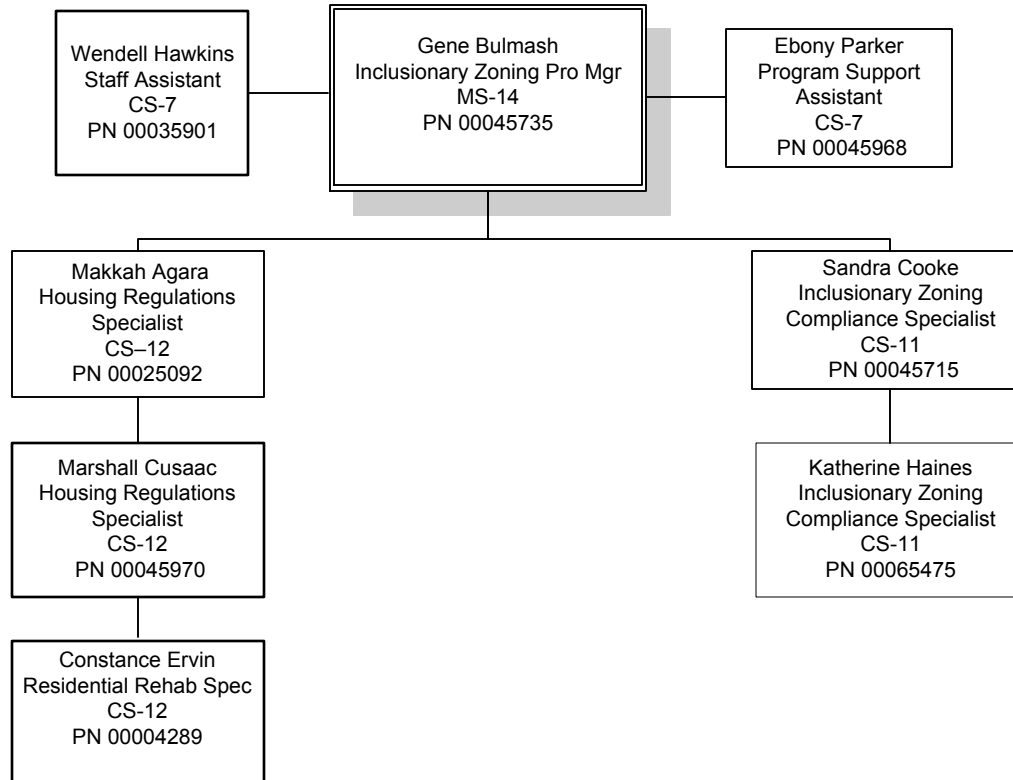
Yellow- Vacant
Green- Term
Page 12 of 18



Department of Housing and Community Development (DHCD)

Inclusionary Zoning and Affordable Dwelling Units Program

7

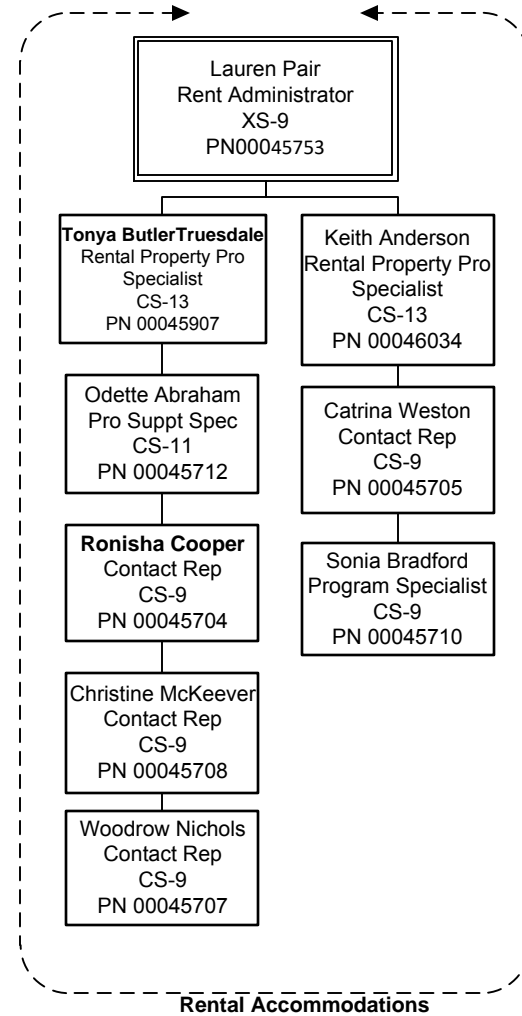
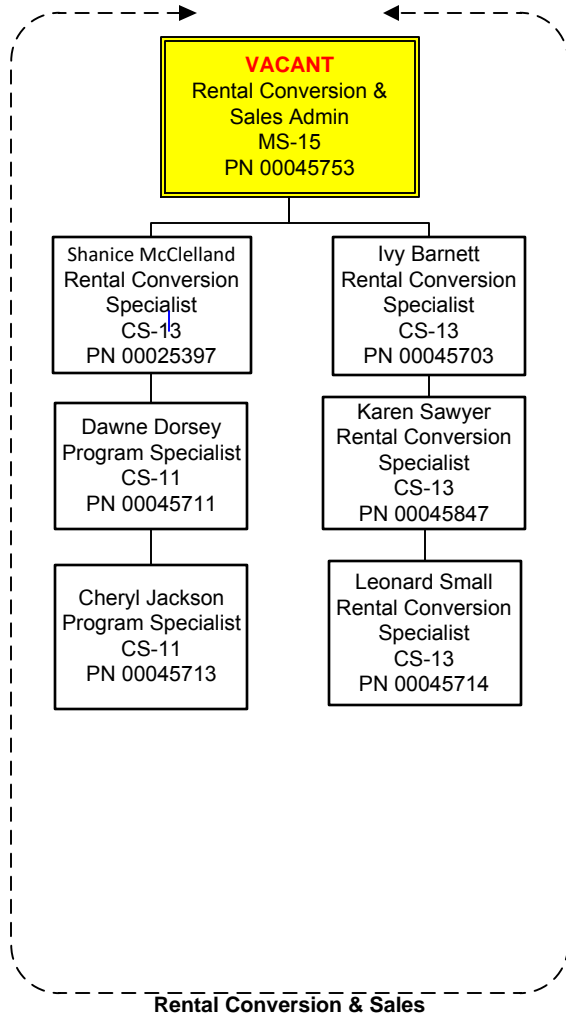


Yellow- Vacant
Green- Term
Page 13 of 18



Department of Housing and Community Development (DHCD)

Rental Housing Administration

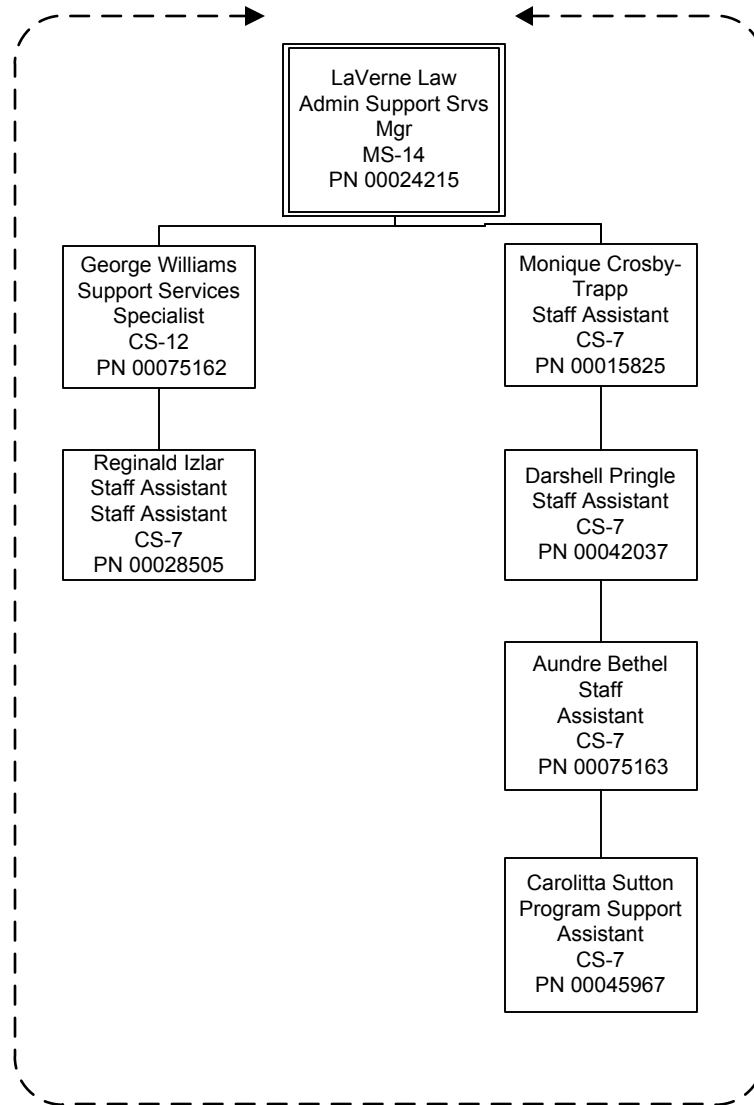


Yellow- Vacant
Green- Term
Page 14 of 18



Department of Housing and Community Development (DHCD)

Administrative Support Service Division

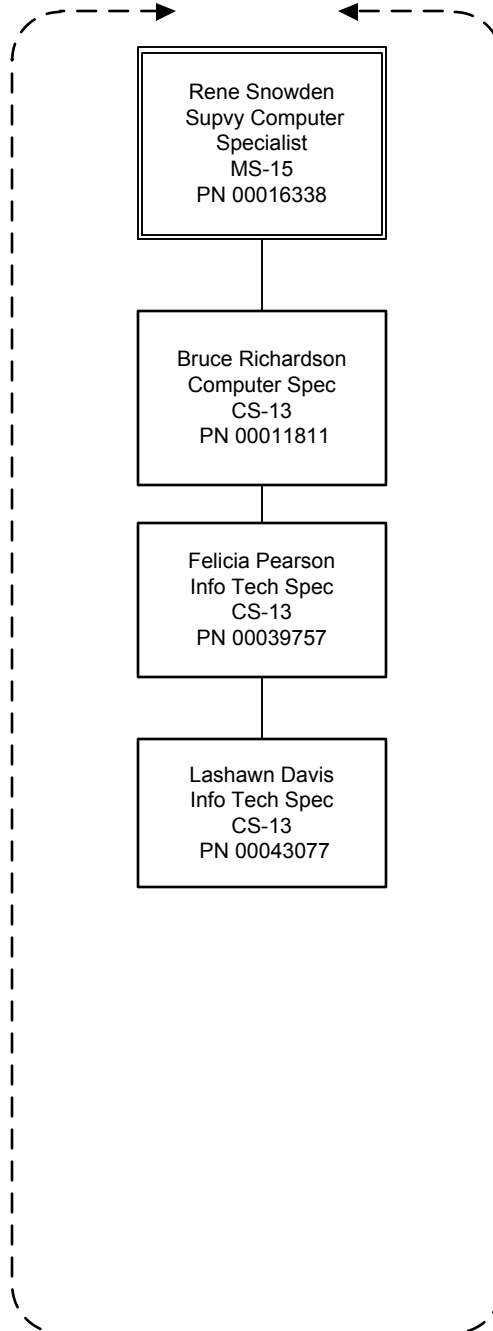




Department of Housing and Community Development (DHCD)

3

Information Technology

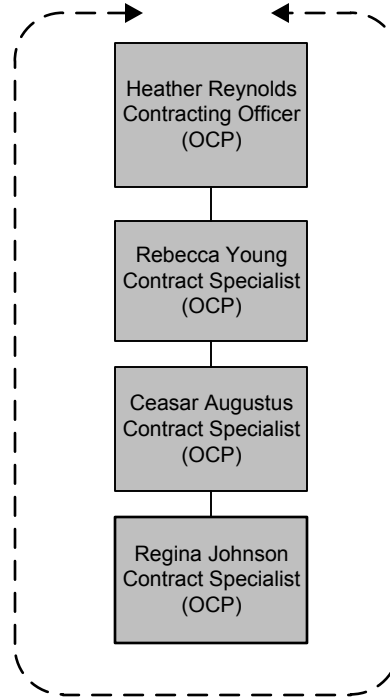


Yellow- Vacant
Green- Term
Page 16 of 18



Department of Housing and Community Development (DHCD) Procurement

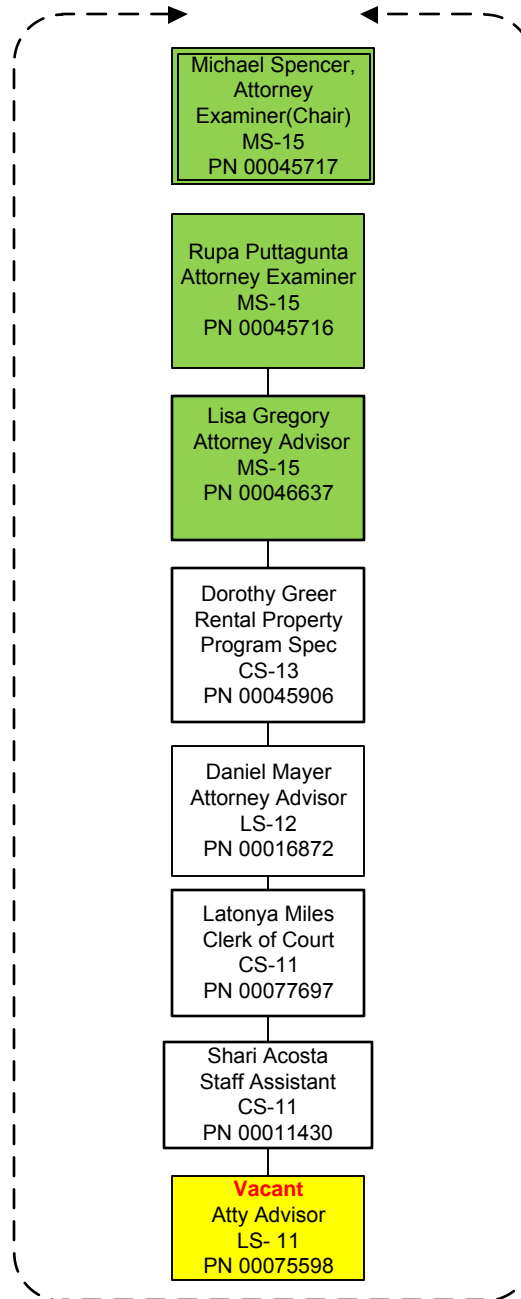
4



Yellow- Vacant
Green- Term
Gray- Non DHCD Employee
Page 17 of 18



Rental Housing Commission



Yellow- Vacant
Green- Term
18 of 18

Funding Report (as of February 12, 2019)

	Title	Name	Hire Date	Vac Stat	Grade	Step	Salary	Prgm Code	Activity	Department Name
1	BUDGET ANALYST	Mehra-Kunjukunju,Deepika	4/18/2017	F	12	9	\$ 99,781.00	110F	0100	Economic Devel & Reg STAFF
2	BUDGET ANALYST	Wilson,Reginald	4/14/2008	F	13	10	\$ 118,668.00	110F	0100	Economic Devel & Reg STAFF
3	Housing Regulations Specialist	Agara,Makkah	8/24/2015	F	12	2	\$ 82,412.00	8130	0100	Housing Regulation Administrat
4	Inclusionary Zoning Compliance	Cooke,Sandra	12/27/2016	F	11	3	\$ 68,755.00	8130	0100	Housing Regulation Administrat
5	Housing Regulations Specialist	Cusaac,Marshall Allen	2/25/2013	F	12	5	\$ 89,858.00	8130	0100	Housing Regulation Administrat
6	Inclusionary Zoning Compliance	Ferris Haines,Katherine	12/14/2015	F	11	7	\$ 77,059.00	8130	0100	Housing Regulation Administrat
7	Program Support Assistant (OA)	Parker,Ebony T	1/9/2017	F	7	2	\$ 45,931.00	8130	0100	Housing Regulation Administrat
8	AGENCY FISCAL OFFICER	Shiflett,Bethany	9/3/1996	F	16	6	\$ 177,051.00	130F	0100	Economic Devel & Reg STAFF
9	Public Affairs Specialist	Wilkes,Robyn	8/11/2014	F	13	5	\$ 96,065.00	1080	0100	Office of the Director
10	Community Development Resource			V	12	0	\$ 73,906.00	1080	0100	Office of the Director
11	Public Aff. Spec. (Team Ldr.)			V	14	0	\$ 100,639.00	1080	0100	Office of the Director
12	Economic Dev Program Spec	Bellegarde,Emmanuel A.	4/14/2008	F	12	10	\$ 102,268.00	3010	0100	Residential & Community Servs
13	Program Specialist	Brown,Bettina	5/20/2002	F	9	5	\$ 60,472.00	3010	0100	Residential & Community Servs
14	Economic Development Program S	Davis,Stephanie	10/9/2001	F	13	9	\$ 115,717.00	3010	0100	Residential & Community Servs
15	Economic Dev Program Spec	Gall,Anamita	9/18/2017	F	12	3	\$ 84,894.00	3010	0100	Residential & Community Servs
16	Economic Development Program S	Merchant,Ernest Wilson	2/14/2000	F	13	10	\$ 118,670.00	3010	0100	Residential & Community Servs
17	ECONOMIC DEV PGM SPEC	Newkirk,Tamika	6/1/2015	F	12	10	\$ 102,268.00	3010	0100	Residential & Community Servs
18	EXECUTIVE ASST	Gray,Sharon K	3/12/2000	F	13	9	\$ 106,981.00	1090	0100	Office of the Director
19	Chief Administrative Officer	HUBBARD,DREW E	1/14/2013	F	16	0	\$ 160,917.71	1090	0100	Office of the Director
20	Deputy Director	Ladd,Allison	2/17/2015	F	16	0	\$ 172,715.49	1090	0100	Office of the Director
21	Chief of Staff	Owens,Latrena M	3/16/2012	F	16	0	\$ 157,123.13	1090	0100	Office of the Director
22	Housing Development Advisor	Pelletiere,Danilo	12/28/2015	F	15	0	\$ 132,559.46	1090	0100	Office of the Director
23	Chairperson	Spencer,Michael T.	2/2/2009	F	2	0	\$ 155,804.42	9110	0100	Housing Regulation Administrat
24	Preservation Officer	Van Balen,Ana Lopez	3/5/2018	F	9	0	\$ 125,525.69	2025	0100	Office of the Director
25	SUPERVISORY ATTORNEY ADVISOR	Wiley,Julia H	3/24/1994	F	2	0	\$ 179,862.72	1060	0100	Office of the Director
26	CONTRACT SPECIALIST	Allen Jr.,James	3/31/1975	F	12	10	\$ 102,268.00	7010	0100	Office of Program Monitoring
27	Environmental Compliance Spec	DiFazio,John	8/11/2014	F	12	7	\$ 94,822.00	7010	0100	Office of Program Monitoring
28	Fair Housing Prog Coord (Bil.)	Gutierrez,Sonia	2/6/2001	F	14	0	\$ 117,883.18	7010	0100	Office of Program Monitoring
29	STAFF ASSISTANT	Hall,Tilla Y	2/23/1999	F	12	10	\$ 102,268.00	7010	0100	Office of Program Monitoring
30	Environmental Compliance Spec	Marshall III,Ralph A	8/11/2003	F	12	10	\$ 102,268.00	7010	0100	Office of Program Monitoring
31	Grants Management Officer	Morrow,Kelly Ann	12/10/2018	F	14	0	\$ 110,000.00	7020	0100	Office of Program Monitoring
32	CONTRACT SPECIALIST	Pittman,Sharon E	11/13/2005	F	12	10	\$ 102,268.00	7010	0100	Office of Program Monitoring
33	Compliance Special. (Section 3			V	12	0	\$ 79,930.00	7020	0100	Office of Program Monitoring
34	Grants Financial Specialist	Pitsch,Tu	12/12/2016	F	9	2	\$ 55,333.00	110F	0100	Economic Devel & Reg STAFF
35	Housing Projects Coordinator	Baldwin-Scott,Hope L	3/6/2006	F	14	8	\$ 133,256.00	2010	0100	Development Finance Div
36	Program Support Specialist	Campbell,Sharron C	5/20/2002	F	9	9	\$ 67,324.00	2010	0100	Development Finance Div
37	HOUSING & DEV PROJECT MGR	Harvey,Guyton P	2/10/2004	F	13	8	\$ 112,764.00	2010	0100	Development Finance Div
38	HOUSING & DEV PROJECT MGR	Jones,Tiphanie	12/17/2012	F	13	6	\$ 106,858.00	2010	0100	Development Finance Div
39	HOUSING & DEV PROJECT MGR	Scallet,Anna E	10/2/2017	F	13	7	\$ 109,811.00	2010	0100	Development Finance Div
40	PROJECT MGR	Wali,Washi J	10/6/1986	F	13	10	\$ 118,670.00	2010	0100	Development Finance Div
41	Housing Compliance Officer	Edmond,Lesley	2/19/2008	F	15	0	\$ 128,176.88	7020	0100	Office of Program Monitoring
42	COMMUNITY DEV RESOURCE SPEC	Hillsman,Pamela	1/15/1993	F	13	10	\$ 118,670.00	1080	0100	Office of the Director
43	Staff Assistant	Johnson,Mozella Boyd	4/14/1986	F	12	6	\$ 92,340.00	1090	0100	Office of the Director
44	ADMIN SUPPORT SRVS MGR	Law,Laverne E	11/9/2009	F	14	0	\$ 122,599.77	1030	0100	Administrative Support Servs

45	Program Analyst	Livingstone,Richard J.	8/22/2016	F	13	0	\$ 91,722.62	1090	0100	Office of the Director
46	Management Liaison Specialist	McCoy,Marvin E	10/30/2006	F	13	6	\$ 98,794.00	1010	0100	Office of the Director
47	Train. and Dev. Mgr.	Nottingham,Angela B	6/22/1998	F	15	0	\$ 132,156.41	1015	0100	Office of the Director
48	Human Resources Specialist	O'Neal,Antilecia	1/22/2007	F	14	7	\$ 119,977.00	1010	0100	Office of the Director
49	Program Analyst	Smalls,Michael R.	7/7/2008	F	14	4	\$ 110,307.90	1090	0100	Office of the Director
50	LEGISLATIVE AFFAIRS SPEC	Smalls,Taura L	11/13/2007	F	14	9	\$ 126,423.00	1090	0100	Office of the Director
51	SUPVY COMPUTER SPEC	Snowden,Rene B	5/16/1983	F	15	0	\$ 140,692.58	1040	0100	Information Technology Unit
52	Management Liaison Specialist			V	11	0	\$ 59,727.00	1010	0100	Office of the Director
53	Loan Specialist	Alexander,Gentry	9/18/2017	F	12	5	\$ 89,858.00	3060	0100	Residential & Community Servs
54	Residential Rehab. Specialist	Blackston,Dante E	8/27/2012	F	11	5	\$ 72,907.00	7020	0100	Residential & Community Servs
55	Residential Rehabilitation Speci	Ervin,Constance L.	1/23/2006	F	12	9	\$ 99,786.00	3060	0100	Residential & Community Servs
56	STAFF ASST	Hawkins,Wendell E	4/14/2008	F	7	5	\$ 50,557.00	3060	0100	Residential & Community Servs
57	CONSTRUCTION ANALYST	Koleini,Michael	4/14/2008	F	12	9	\$ 99,786.00	3060	0100	Residential & Community Servs
58	LOAN SPECIALIST	Marshall,Calvin E	5/12/1986	F	12	10	\$ 102,268.00	3060	0100	Residential & Community Servs
59	Residential Rehabilitation Speci	Nunez,Moises DJ	9/19/2005	F	12	10	\$ 102,268.00	3060	0100	Residential & Community Servs
60	Loan Specialist	Onyekwere,Cindy	8/11/2014	F	12	2	\$ 82,412.00	3060	0100	Residential & Community Servs
61	STAFF ASSISTANT	Washington,Jean O	3/16/1987	F	11	9	\$ 81,211.00	3060	0100	Residential & Community Servs
62	CONSTRUCTION ANALYST	White,Marquial	10/5/2015	F	11	4	\$ 70,831.00	3060	0100	Residential & Community Servs
63	Construction Analyst	Wilson,Rogelio A	1/9/2006	F	11	7	\$ 77,059.00	3050	0100	Residential & Community Servs
64	Construction Analyst			V	11	0	\$ 64,603.00	3060	0100	Residential & Community Servs
65	Construction Analyst			V	11	0	\$ 64,603.00	3060	0100	Residential & Community Servs
66	Housing Financial Analyst	Ashton,Bridgette	3/19/2018	F	13	1	\$ 92,093.00	4510	0100	The Portfolio Management Divis
67	Program Support Assistant (OA)	Brown,Kellie M	9/15/2008	F	7	5	\$ 50,557.00	4510	0100	The Portfolio Management Divis
68	COMPLIANCE SPEC LIHTC	Culbreth Akinkoye,Mary	8/4/1997	F	13	10	\$ 118,670.00	4510	0100	The Portfolio Management Divis
69	Compliance Specialist	Godwin,Patricia A	12/12/2005	F	13	6	\$ 106,858.00	4510	0100	The Portfolio Management Divis
70	Real Estate Delinquent Special	Hayden III,Robert A	12/31/2002	F	13	8	\$ 112,764.00	4510	0100	The Portfolio Management Divis
71	Compliance Specialist	Mccrimmon,Constance	9/6/2016	F	13	5	\$ 103,905.00	4510	0100	The Portfolio Management Divis
72	Director Housing & Community D	Donaldson,Mary	1/2/2015	F	E5	0	\$ 176,103.88	1090	0100	DIR Dep Housing Community Dev
73	Inclus. Zoning Program Mgr.	Bulmash,Gene	9/19/2016	F	14	0	\$ 127,689.92	8130	0100	Housing Regulation Administrat
74	Supvy Public Affairs Spec	Cofield,Gwendolyn M.	1/4/2016	F	15	0	\$ 121,197.22	1080	0100	Office of the Director
75	Supervisory Contract and Loan	Holla,Reshma	8/6/2018	F	14	0	\$ 119,689.86	2010	0100	Development Finance Div
76	Supvy Housing Financial Anal.	Johnson-Hare,Ashley	4/16/2018	F	14	0	\$ 109,140.00	4510	0100	The Portfolio Management Divis
77	Special Assistant	Laney,Terrance L	1/28/2015	F	6	0	\$ 84,048.00	1090	0100	Office of the Director
78	Supervisory Program Manager	Lee,Lamont C	4/27/1987	F	15	0	\$ 132,198.99	3010	0100	Residential & Community Servs
79	Rent Administrator	Pair,Lauren J	8/7/2006	F	9	0	\$ 137,970.05	8140	0100	Rental Accommodations Division
80	Supervisory Contract and Loan	Wilson,Erin	9/21/2015	F	14	0	\$ 120,834.76	2010	0100	Development Finance Div
81	Supervisory Housing Inspector	Wright,Kenneth Celester	3/19/2018	F	14	0	\$ 104,702.00	4510	0100	The Portfolio Management Divis
82	Asset Manager			V	15	0	\$ 139,462.00	4510	0100	The Portfolio Management Divis
83	Rental Conversion and Sales Ad			V	15	0	\$ 139,462.00	8110	0100	Rental Conversions and Sales D
84	Supervisory Housing & Developm			V	15	0	\$ 139,462.00	2010	0100	Development Finance Div
85	Rental Conversion Specialist	Barnett,Ivy N	12/29/2014	F	13	4	\$ 100,952.00	8110	0100	Rental Conversions and Sales D
86	Program Specialist	Dorsey,Dawne M	4/17/2007	F	9	6	\$ 62,185.00	8110	0100	Rental Conversions and Sales D
87	Program Specialist	Jackson,Cheryl F	6/9/2008	F	9	8	\$ 65,611.00	8110	0100	Rental Conversions and Sales D
88	Rental Conversion Specialist	McClelland,Shanice A.	5/31/2016	F	13	2	\$ 95,046.00	8110	0100	Rental Conversions and Sales D
89	Rental Conversion Specialist	Sawyer,Karen E	10/29/2007	F	13	5	\$ 103,905.00	8110	0100	Rental Conversions and Sales D
90	Rental Conversion Specialist	Small,Leonard Jason	7/29/2013	F	13	4	\$ 100,952.00	8110	0100	Rental Conversions and Sales D
91	STAFF ASST	Bethel,Aundre	2/9/2015	F	7	4	\$ 49,015.00	1030	0100	Administrative Support Servs
92	STAFF ASST	Crosby-Trapp,Monique P	10/30/2006	F	7	7	\$ 53,641.00	1030	0100	Administrative Support Servs
93	STAFF ASST	Izlar,Reginald	11/28/2005	F	7	5	\$ 50,557.00	1030	0100	Administrative Support Servs

94	STAFF ASST	Pringle,Darshell Gelinda	2/5/2007	F	7	5	\$ 50,557.00	2010	0100	Development Finance Div
95	Program Support Assistant (OA)	Sutton,Carolitta M	5/23/2012	F	7	8	\$ 55,183.00	1030	0100	Administrative Support Servs
96	Support Services Specialist	Williams,George M	3/16/2015	F	12	6	\$ 92,340.00	1030	0100	Administrative Support Servs
97	COMM SRVS PGM MGR	Davis,Edward D.	2/10/2014	F	14	0	\$ 110,209.82	3010	0100	Residential & Community Servs
98	Grants Management Specialist	Hardy,Vanessa S	4/18/1983	F	12	9	\$ 99,786.00	3010	0100	Residential & Community Servs
99	HOME PURCHASE ASST PGM SPEC	Howard,Kwyna T	8/23/1982	F	12	9	\$ 99,786.00	3030	0100	Residential & Community Servs
100	Residential Rehab. Programs Ma	Imhulse,Sara N	5/15/2017	F	14	0	\$ 127,333.77	3060	0100	Residential & Community Servs
101	Program Support Specialist	Jennings,Sherrell Y	1/30/2012	F	9	2	\$ 55,333.00	3030	0100	Residential & Community Servs
102	Homeownership Program Speciali	Lee,Andrea T	4/9/2001	F	13	3	\$ 97,999.00	3030	0100	Residential & Community Servs
103	Home Purchase Asst Prog Mgr			V	14	1	\$ 125,642.00	3030	0100	Residential & Community Servs
104	Lead Paint Program Sup			V	13	0	\$ 109,254.00	3050	0100	Residential & Community Servs
105	Program Analyst	Edwards,Clyde D	8/27/2012	F	13	7	\$ 109,811.00	7020	0100	Office of Program Monitoring
106	Program Analyst	Givens,Sabrina M	7/8/1985	F	13	2	\$ 95,046.00	7010	0100	Office of Program Monitoring
107	Program Analyst	Powell,Johnette M	8/16/2010	F	13	6	\$ 106,858.00	7020	0100	Office of Program Monitoring
108	Deputy Chief of Staff	Bekele,Tsegazeab	1/6/2014	F	14	7	\$ 119,977.00	1090	0100	Office of the Director
109	CONSTRUCTION ANALYST	Fields,Stanley L	7/16/1990	F	12	8	\$ 97,304.00	4120	0100	Property Acquisition and Dispo
110	Realty Project Manager	George,Rodney D	9/28/2009	F	13	5	\$ 103,905.39	4120	0100	Property Acquisition and Dispo
111	Program Analyst	Henderson,Robin	1/2/2014	F	12	2	\$ 76,199.00	1090	0100	Office of the Director
112	Realty Project Manager	Keane,Keishon	10/19/2015	F	13	10	\$ 118,670.00	4120	0100	Property Acquisition and Dispo
113	Strategic Program Spec	Luo,Yonghong	9/12/2011	F	13	10	\$ 109,710.00	1040	0100	Information Technology Unit
114	Program Specialist	Rogers,Chantese Denise	12/27/2016	F	9	3	\$ 57,046.00	4120	0100	Property Acquisition and Dispo
115	Realty Project Manager	Woodson,Michael V	11/15/2004	F	13	10	\$ 118,670.00	4120	0100	Property Acquisition and Dispo
116	Realty Project Manager			V	13	1	\$ 92,093.00	4120	0100	Property Acquisition and Dispo
117	Supervisory Realty Specialist			V	15	0	\$ 139,462.00	4120	0100	Property Acquisition and Dispo
118	Program Support Specialist	Abraham,Odette	11/21/1997	F	11	8	\$ 79,135.00	8140	0100	Rental Accommodations Division
119	Rental Property Program Spec	Anderson,Keith A	2/24/2003	F	13	9	\$ 115,717.00	8140	0100	Rental Accommodations Division
120	Program Specialist	Bradford,Sonia C	12/30/2002	F	9	6	\$ 62,185.00	8140	0100	Rental Accommodations Division
121	Rental Property Program Spec	Butler-Truesdale,Tonya	9/26/2011	F	13	7	\$ 109,811.00	8140	0100	Rental Accommodations Division
122	Program Specialist	Carter,Annie Y	7/21/1986	F	11	9	\$ 81,211.00	4120	0100	Property Acquisition and Dispo
123	Contact Representative	Cooper,Ronisha	10/1/2016	F	9	5	\$ 60,472.00	8140	0100	Rental Accommodations Division
124	Contact Representative	Cooper,Ronisha	12/27/2016	F	9	5	\$ 60,472.00	8140	0100	Rental Accommodations Division
125	Contact Representative	Mckeever,Christine	8/15/1976	F	9	10	\$ 69,037.00	8140	0100	Rental Accommodations Division
126	Contact Representative	Nichols,Woodrow U	7/22/1985	F	9	10	\$ 69,037.00	8140	0100	Rental Accommodations Division
127	Contact Representative	Walker,Catrina A	5/26/1987	F	9	10	\$ 69,037.00	8140	0100	Rental Accommodations Division
128	Housing Provider Ombudsman			V	13	0	\$ 85,149.00	8140	0100	Rental Accommodations Division
129	Staff Assistant			V	9	0	\$ 49,570.00	1080	0100	Office of the Director
130	BUDGET OFFICER	Bryant,Kwame	10/3/2005	F	14	6	\$ 126,283.00	110F	0100	Economic Devel & Reg STAFF
131	Grants Management Specialist	Hagans,Patricia	1/31/1996	F	14	5	\$ 122,796.00	120F	0100	Economic Devel & Reg STAFF
132	FINANCIAL MGR	Sylvester,Honor C	9/2/2007	F	14	7	\$ 129,771.00	120F	0100	Economic Devel & Reg STAFF
133	INFO TECH SPEC	Davis,Lashawn	1/31/2000	F	13	5	\$ 103,905.00	1040	0100	Information Technology Unit
134	INFO TECH SPEC	Pearson,Felicia R	5/20/2002	F	13	1	\$ 92,093.00	1040	0100	Information Technology Unit
135	COMPUTER SPECIALIST	Richardson,Bruce W	5/31/1994	F	13	9	\$ 106,981.00	1040	0100	Information Technology Unit
136	Rental Property Program Spec	Greer,Dorothy	11/19/2007	F	13	10	\$ 118,670.00	9110	0100	Housing Regulation Administrat
137	Rental Housing Comm/Atty Adv.	Gregory,Lisa M.	1/22/2008	F	15	0	\$ 142,298.52	9110	0100	Housing Regulation Administrat
138	Attorney Advisor	Mayer,Daniel J.	3/10/2014	F	12	5	\$ 93,744.00	9110	0100	Housing Regulation Administrat
139	Clerk of the Court	Miles,Latonya A	12/23/1985	F	11	7	\$ 77,059.00	9110	0100	Housing Regulation Administrat
140	Rental Housing Comm/Atty Adv.	Puttagunta,Rupa Ranga	1/7/2019	F	15	0	\$ 142,298.52	9110	0100	Housing Regulation Administrat
141	Attorney Advisor			V	11	2	\$ 71,306.00	9110	0100	Housing Regulation Administrat
142	FINANCIAL PGM SPEC	Graham,Katrina C	10/7/1985	F	11	10	\$ 83,287.00	120F	0100	Economic Devel & Reg STAFF

143	FISCAL ACCOUNTING SPEC	Harris,Theresa B	10/10/1989	F	9	10	\$ 69,037.00	120F	0100	Economic Devel & Reg STAFF
144	ACCOUNTANT	Mengesha,Gebrie W	11/13/2018	F	12	9	\$ 99,781.00	120F	0100	Economic Devel & Reg STAFF
145	Accounts Payable Technician			V	7	1	\$ 44,389.00	120F	0100	Economic Devel & Reg STAFF
146	ACCOUNTANT	Gordon,Jeanette	11/2/2015	F	12	10	\$ 102,262.00	120F	0100	Economic Devel & Reg STAFF
147	COMPLIANCE SPECIALIST			V	12	1	\$ 79,930.00	4510	0100	The Portfolio Management Divis
148	COMPLIANCE SPECIALIST			V	12	0	\$ 79,930.00	4510	0100	The Portfolio Management Divis
149	Housing Financial Anal			V	12	1	\$ 79,930.00	4510	0100	The Portfolio Management Divis
150	Housing Financial Analyst			V	13	0	\$ 92,093.00	4510	0100	The Portfolio Management Divis
151	Program Specialist			V	9	1	\$ 53,620.00	4510	0100	The Portfolio Management Divis
152	Accounts Payable Specialist	Lane,Karen Lawanda	4/19/1993	F	11	6	\$ 74,984.00	120F	0100	Economic Devel & Reg STAFF
153	ATTORNEY ADVISOR	Charles-Christian,Kathy K	3/30/2009	F	14	7	\$ 139,484.00	1060	0100	Office of the Director
154	Attorney Advisor	Condell,Tonya Otasha	3/17/2008	F	11	8	\$ 85,130.00	1060	0100	Office of the Director
155	ATTORNEY ADVISOR	Cooper,Donnette A	3/3/2018	F	15	6	\$ 159,505.00	1060	0100	Office of the Director
156	Paralegal Specialist	Giboney,Prentiss	9/21/2015	F	9	1	\$ 53,620.00	1060	0100	Office of the Director
157	ATTORNEY ADVISOR	Hathi,Adarsh A	5/27/2008	F	14	5	\$ 131,732.00	1060	0100	Office of the Director
158	STAFF ASSISTANT	Howard,Tamika Roshawn	2/20/2007	F	9	6	\$ 62,185.00	1060	0100	Office of the Director
159	Deputy General Counsel	Joemah,Dionne M	3/5/2018	F	1	0	\$ 149,185.20	1060	0100	Office of the Director
160	Attorney Advisor	JOHNSON,DEVIN A	2/5/2007	F	14	7	\$ 119,977.00	1090	0100	Office of the Director
161	Attorney Advisor	Khalid,Sulma	8/6/2018	F	11	8	\$ 85,130.00	1060	0100	Office of the Director
162	ATTORNEY ADVISOR	Mckenzie,Joan E	7/31/2000	F	15	10	\$ 174,520.00	1060	0100	Office of the Director
163	ATTORNEY ADVISOR	Mcmler,Michael E	5/11/2009	F	15	8	\$ 168,616.00	1060	0100	Office of the Director
164	Attorney Advisor	Moore,Antoinette Nichole	3/24/2014	F	13	5	\$ 111,474.00	1060	0100	Office of the Director
165	Paralegal Specialist	White Jennings,Mae J	10/1/1998	F	9	10	\$ 69,037.00	1060	0100	Office of the Director
166	STAFF ASSISTANT	Acosta,Shari R	7/16/2001	F	11	10	\$ 83,287.00	2010	0100	Housing Regulation Administrat
167	Program Specialist	Bartee-Williams,Marthine A	4/26/1993	F	11	7	\$ 77,059.00	2010	0100	Development Finance Div
168	HOUSING & DEV PROJECT MGR	Brannum,Steven	10/1/2012	F	13	7	\$ 109,811.00	2010	0100	Development Finance Div
169	STAFF ASSISTANT	Briscoe,Mikaell O	2/23/2015	F	12	4	\$ 87,376.00	2010	0100	Development Finance Div
170	HOUSING & DEV PGM SPEC	Gillis,Miranda Denae	12/16/1985	F	12	10	\$ 102,268.00	2010	0100	Development Finance Div
171	HOUSING & DEV PROJECT MGR	Knackstedt,Joseph	3/20/2017	F	13	6	\$ 106,858.00	2010	0100	Development Finance Div
172	SPECIAL PROJECT COOR	Slade,Ray M	3/24/2003	F	14	10	\$ 140,230.00	2010	0100	Development Finance Div
173	ARCHITECT	Walker,Paul K	4/7/2003	F	13	10	\$ 118,670.00	2010	0100	Development Finance Div
174	Housing & Development Program	Wise,Andrea K. N.	5/16/2018	F	12	2	\$ 82,412.00	2010	0100	Development Finance Div
175	HOUSING & DEV PROJECT MGR			V	13	1	\$ 92,093.00	2010	0100	Development Finance Div
176	Housing Inspector	Barlow,Suubi	11/13/2018	F	9	9	\$ 67,324.00	4510	0100	The Portfolio Management Divis
177	Housing Inspector	Green,Curtis J	7/1/2013	F	9	7	\$ 63,898.00	4510	0100	The Portfolio Management Divis
178	Housing Inspector	Johnson,Antonio	7/27/2015	F	11	2	\$ 66,679.00	4510	0100	The Portfolio Management Divis
179	Housing Inspector			V	11	1	\$ 64,603.00	4510	0100	The Portfolio Management Divis

NAME	Cell Phone
Allen, James	Yes
Allen, Sandy	Yes
Anderson, Keith, HRA/RAD Manager	Yes
Banks, LaShaun	Yes
Barlow, Suubi	Yes
Bekele, Tsega, Deputy Chief of Staff	Yes
Bellegarde, Emmanuel	Yes
Boyd-Johnson, Mozella	Yes
Brannum, Stephen	Yes
Bryant, Kwame	Yes
Bulmash, Gene	Yes
Butler-Truesdale, Tonya	Yes
Cofield, Gwendolyn, Communications Director	Yes
Cooper, Donnette	Yes
Davis, Edward, RCS-NBA Manager	Yes
DiFazio, John	Yes
Donaldson, Polly, Director	Yes
Edmond, Lesley, OPM Manager	Yes
Edwards, Clyde	Yes
Fields, Stanley	Yes
Gall, Anamita	Yes
Gillis, Miranda	Yes
Givens, Sabrina	Yes
Godwin, Patricia	Yes
Greene, Curtis	Yes
Gregory, Lisa	Yes
Gutierrez, Sonia Patricia	Yes
Hagans, Paticia	Yes
Hardy, Vanessa	Yes
Harvey, Guyton	Yes
Hayden, Robert	Yes
Henderson, Robin	Yes
Hillsman, Pamela	Yes
Holla, Reshma	Yes
Hubbard, Drew, Chief Operating Officer	Yes
Imhulse, Sara, SFF Manager	Yes
Joemah, Dionne	Yes
Johnson, Antonio	Yes
Johnson, Devin	Yes
Johnson-Hare, Ashley	Yes
Jones, Tiphonie	Yes
Keane, Keishon	Yes
Knackstedt, Joseph	Yes
Ladd, Alice, Deputy Director	Yes

Laney, Terrance, Interim Manager CASD	Yes
Law, LaVerne, DAS Manager	Yes
Lee, Lamont, RCS, Manager	Yes
Livingstone, Richard	Yes
Luo, Yonghong	Yes
McCoy, Marvin, Human Resources	Yes
McCrimmon, Constance	Yes
McKenzie, Joan	Yes
Mehra-Kunjukunju, Deepika	Yes
Merchant, Ernest	Yes
Miles, LaTonya	Yes
Moore, Antoinette	Yes
Morrow, Kelly Ann, OPM Manager	Yes
Newkirk, Tamika	Yes
Nottingham, Angela, Training Mgr.	Yes
O'Neal, Antilecia, Human Resources	Yes
Owens, Latrena, Chief of Staff	Yes
Pair, Lauren, HRA/CASD Manager	Yes
Pearson, Felicia	Yes
Pelletiere, Danilo	Yes
Pitsch, Tu	Yes
Pittman, Sharon	Yes
Powell, Johnette	Yes
Puttagunta, Rupa	Yes
Reynolds-White, Heather, Contracting Officer	Yes
Richardson, Bruce	Yes
Scallet, Anna	Yes
Scott, LaVerne	Yes
Slade, Ray	Yes
Smalls, Michael	Yes
Smalls, Taura	Yes
Snowden, Rene, ITU Manager	Yes
Spencer, Michael T., Rental Housing Chairman	Yes
Spooner, Beth, Agency CFO	Yes
Sylvester, Honor	Yes
Townley, Dion	Yes
Van Balen, Ana, Preservation Officer	Yes
Wali, Washi	Yes
Walker, Paul	Yes
White, Marquial	Yes
Wiley, Julia, General Counsel - DHCD	Yes
Wilkes, Robyn	Yes
Wilson, Erin, DFD Manager	Yes
Wilson, Reginald	Yes

Wilson, Rogelio	Yes
Wise, Andrea	Yes
Woodson, Michael	Yes
Wright, Kenneth, Supervisory Housing Inspector	Yes
Young, Rebecca	Yes

Laptops

Branuum, Steven	\$1,423
Holla, Reshma	\$1,423
Guyton, Harvey	\$1,423
Jones, Tiphonie	\$1,423
Knackstedt, Joseph	\$1,423
Scallet, Anna	\$1,423
Scott, Laverne Hope	\$1,423
Slade, Ray	\$1,423
Wali, Washi	\$1,423
Walker, Paul	\$1,423
Wilson, Erin	\$1,423
Luo, Younghong	\$1,423
Cofield, Gwendolyn	\$1,423
Wilson, Timothy	\$1,423
Bryant, Kwame	\$1,423
Hagans, Patricia	\$1,423
Spooner, Beth	\$1,423
Sylvester, Honor	\$1,423
Donaldson, Polly	\$1,423
Hubbard, Drew	\$1,423
Ladd, Allison	\$1,423
Laney, Terrance	\$1,423
Owens, Latrena	\$1,423
Pelletiere, Danilo	\$1,423
Smalls, Michael	\$1,423
Van Balen, Anna	\$1,423
Livingston, Richard	\$1,423
Bekele, Tsegazeab	\$1,423
McCoy, Marvin	\$1,423
Nottingham, Angela	\$1,423
O'Neal, Antilicia	\$1,423
Lee, Lamont	\$1,423
Davis, Edward	\$1,423
Imhulse, Sara	\$1,423
Pair, Lauren	\$1,423
Butler Truesdale, Tonya	\$1,423
Bulmash, Gene	\$1,423
Anderson, Keith	\$1,423
Christian, Kathy	\$1,423
Condell, Tonya	\$1,423
Cooper, Donnette	\$1,423
Hathi, Adarsh	\$1,423
McKenzie, Joan	\$1,423
Joemah, Dionne	\$1,423
McMiller, Michael	\$1,423

Moore,Antoinette	\$1,423
Khalid,Sulma	\$1,423
Johnson,Devin	\$1,423
Smalls,Taura	\$1,423
Wiley,Julia	\$1,423
Difazio,John	\$1,423
Edmonds,Lesley	\$1,423
Gutierrez,Sonia	\$1,423
Powell,Johnette	\$1,423
Morrow,Ann Kelly	\$1,423
George,Rodney	\$1,423
Keane,Keishon	\$1,423
Woodson,Micheal	\$1,423
Godwin,Patricia	\$1,423
Hayden,Robert	\$1,423
Wright, Kenneth	\$1,423
Johnson-Hare, Ashley	\$1,423
Harris, Diana Epps	\$1,423
Mayer, Daniel	\$1,423
Miles, Latonya	\$1,423
Spencer, Michael	\$1,423
Carmichael, Toya	\$1,423
Gregory, Lisa	\$1,423
Law,Laverne	\$1,423
Tsega Bekele	\$1,423
Total	\$99,610

Tablets

Polly Donaldson	\$1,032
Drew Hubbard	\$1,032
Gwen Cofield	\$1,032
Rene Snowden	\$1,032
Bruce Richardson	\$1,032
Marquail White	\$1,032
Antilecia O'Neal	\$1,032
Felicia Pearson	\$1,032
Michael Koleini	\$1,032
Total	\$9,288

Tag #	Vehicle	Vin Number
55-11197	Ford Transit (15)	1FBZX2YM9GKA01950
655-11058	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

DHCD Travel and Training Report
(Includes internal and external training)

Note: The travel and training described below is offered to DHCD employees to further career development and aid DHCD in achieving goals to create and preserve affordable housing.									
The DC Department of Housing and Community Development Training Report									
FY '18	Name	Position	Division	Course Name	Vendor	Course Dates	Registration Fee	Travel Costs	Hotel Costs
	Gutierrez, Sonia	Fair Housing Prog. Coordinator	OPM	24th Annual Mid-Atlantic ADA Conference	Mid-Atlantic ADA Center	9/5-6/2018	\$459.00	N/A	N/A
	Pair, Lauren	Rent Administrator	HRA	Harvard Univ. Kennedy School of Public Affairs-Strategic Mgmt. of Reg. and Enforcement Agencies	Harvard Kennedy School	9/30-10/5/2018	\$8,800.00	\$303.00	Included in tuition
	O'Neal, Antilecia	Management Liaison	OD	2018 IPMA-HR International Training Conference	International Public Management Assoc. for Human Resources	9/22-26/2018	\$1,248.00	\$587.60	\$837.00
	Harper, Gabriel	Housing Financial Analyst	PAMD	Asset Management Training	TCAM Asset Management	9/18-19/2018	N/A	\$222.45	\$623.28
	Johnson-Hare, Ashley	Supv. Housing Financial Analyst	PAMD	Asset Management Training	TCAM Asset Management	9/18-19/2018	N/A	\$184.30	\$805.80
	Wise, Andrea	Housing and Dev. Program Specialist	DFD	Rental Development Finance: Problem Solving and Deal Structuring	National Development Council	9/17-21/2018	\$1,375.00	\$91.10	N/A
	Murrell, Bridgette	Hous. Fin. Analyst	PAMD	Asset Management Training	TCAM Asset Management	9/17-19/2018	Donation 5397	\$152.34	\$465.02
	Owens, Latrena	Chief of Staff	OD	Harvard Univ. Kennedy School: Leading Successful Social Programs	Harvard Kennedy School	9/16-21/2018	\$7,800.00	\$328.00	Included in tuition
	Merchant, Ernest	Economic Development Prog. Spec.	RCS	Nat'l Alliance of Community Econ. Dev. Assoc. Tenth Anniv. Summit	Nat'l Comm. Econ. Dev. Assoc. (NCEDA)	9/12-14/2018	\$325.00	\$147.15	\$430.12
	Powell, Johnette	Program Analyst	OPM	Neighborworks of America Training Institute	Neighborworks	8/19-24/2018	\$2,913.05	\$445.10	\$688.45
	Harris-Epps, Diana	Commissioner	HRC	Administrative Law: Fair Hearing	National Judicial College	8/13-23/2018	\$1,729.00	\$672.00	\$1,862.76
	Spencer, Michael	Chair, Rental Housing Commission	HRC	Administrative Law: Fair Hearing	National Judicial College	8/13-23/2018	\$1,729.00	\$672.00	\$1,862.76
	Hillsman, Pamela	Comm. Dev. Resource Specialist	OD	The 2018 Cvent CONNECT Conference	Cvent, Inc.	7/22-26/2018	\$849.00	\$445.08	\$629.95
	Gall, Anaminta	Economic Development Program Specialist	RCS	Economic Development Finance Training	National Development Council	7/16-20/2018	\$687.50	N/A	N/A
	McCrimmon, Constance	Compliance Specialist	PAMD	Tax Credit Specialist Training	National Center for Housing Management (NCHM)	7/11-13/2018	\$755.00	N/A	N/A
	McCoy, Marvin	Management Liaison	OD	SHRM19 Conference Las Vegas	SHRM Association	6/22-28/19	\$1,689.00	\$421.96	\$810.68
	Ladd, Allison	Deputy Director	OD	Housing Credit Connect Conference	NCSHA	6/20-22/2018	\$625.00	\$293.96	\$763.03
	VanBalen, Ana	Housing Preservation Officer	OD	Housing Credit Connect Conference	NCSHA	6/20-22/2018	\$625.00	\$318.96	\$504.78
	Slade, Ray	Housing and Dev. Proj. Manager	DFD	Housing Credit Connect Conference	NCSHA	6/18-22/2018	\$625.00	\$328.97	\$1,009.64
	Walker, Cecilia	Portfolio and Asset Manager	PAMD	NH&RA Asset Management Conference	National Housing and Rehab. Assoc. (NH&RA)	6/11-12/2018	N/A	N/A	N/A
	Walker, Cecilia	Portfolio and Asset Manager	PAMD	National Housing and Rehabilitation Assoc. Management Conference	National Housing and Rehabilitation Assoc.	6/11-12/18	None (as a panelist) waived \$850 fee	N/A	N/A
	Charles-Christian, Kathy	Attorney Advisor	OGC	ABA Annual Affordable Housing and Community Development Conference	American Bar Association	5/23-25/2018	\$200.00	N/A	N/A
	Condell, Tonya	Paralegal Specialist	OGC	ABA Annual Affordable Housing and Community Development Conference	American Bar Association	5/23-25/2018	\$250.00	N/A	N/A
	Hathi, Adarsh	Assistant General Counsel	OGC	ABA Annual Affordable Housing and Community Development Conference	American Bar Association	5/23-25/2018	\$250.00	N/A	N/A
	Joemah, Dionne	Deputy General Counsel	OGC	ABA Annual Affordable Housing and Community Development Conference	American Bar Association	5/23-25/2018	\$250.00	N/A	N/A
	Joemah, Dionne	Dep. General Counsel	OGC	NCRC Just Economy Conference	National Community Reinvestment Coalition	4/9-11/2018	No cost (donation 5143)	N/A	N/A
	Brannum, Steven	Housing and Dev. Proj. Manager	DFD	HD 420-Rental Housing Development Finance Course	National Development Council	4/30-5/4/2018	Prepaid as part of series discounted rate	\$94.00	\$787.45

DHCD Travel and Training Report
(Includes internal and external training)

Jones, Tiphanie	Project Manager	DFD	HD 430-Housing Development Finance: Problem Solving and Deal Structuring	National Development Council	4/29-05/4/18	\$1,237.00	\$173.96	\$793.46
Owens, Latrena	Chief of Staff	OD	Leading Successful Social Programs	Harvard Kennedy School	4/28-5/4/18	\$8,500.00	\$265.61	N/A
Bulmash, Gene	IZ Manager	HRA	Learn the Basics: Housing Tax Credits 101	IPED, LLC	4/18-20/2018	\$595.00	\$316.59	\$655.74
Agara, Makkah	Hous. Regulations Specialist	HRA	Web-X Training	OCTO-Julianna Gafar	4/17-18/18	N/A	N/A	N/A
Anderson, Keith	Rental Prop. Prog. Specialist	HRA	Web-X Training	OCTO-Julianna Gafar	4/17-18/18	N/A	N/A	N/A
Banks, Lashaun	Info. Tech. Spec.	ITU	Web-X Training	OCTO-Julianna Gafar	4/17-18/18	N/A	N/A	N/A
Bulmash, Gene	Inclusionary Zoning Program Manager	HRA	Web-X Training	OCTO-Julianna Gafar	4/17-18/18	N/A	N/A	N/A
Butler-Truesdale, Tonya	Hous. Provider Ombudsman	HRA	Web-X Training	OCTO-Julianna Gafar	4/17-18/18	N/A	N/A	N/A
Demarais, Frank	HPAP Manager	RCS	Web-X Training	OCTO-Julianna Gafar	4/17-18/18	N/A	N/A	N/A
Dickersin-Prokopp, Christopher	DFD Manager	DFD	Web-X Training	OCTO-Julianna Gafar	4/17-18/18	N/A	N/A	N/A
Henderson, Robin	Program Analyst	OD	Web-X Training	OCTO-Julianna Gafar	4/17-18/18	N/A	N/A	N/A
Nottingham, Angela	Training Manager	OD	Web-X Training	OCTO-Julianna Gafar	4/17-18/18	N/A	N/A	N/A
Pair, Lauren	Rent Administrator	HRA	Web-X Training	OCTO-Julianna Gafar	4/17-18/18	N/A	N/A	N/A
Pearson, Felicia	Info. Tech. Spec.	ITU	Web-X Training	OCTO-Julianna Gafar	4/17-18/18	N/A	N/A	N/A
Snowden, Rene	Supv. Computer Specialist	ITU	Web-X Training	OCTO-Julianna Gafar	4/17-18/18	N/A	N/A	N/A
Wilson, Erin	Deputy Manager DFD	DFD	HD 420-Rental Housing Development Finance Course	National Development Council	4/16-20/2018	\$687.50	N/A	N/A
O'Neal, Antilecia	Management Liaison	OD	Human Capital Institute's 2019 People Analytics and Workforce Planning Conference	Human Capital Institute (HCI)	3/4-8/2019	\$1,995.00	\$538.00	\$902.64
Brannum, Steven	Project Manager	DFD	HD410-Homeownership Finance	National Development Council	3/26-29/18	\$250.00 (HAND partnership price)	N/A	N/A
Newkirk, Tamika	Economic Development Program Specialist	RCS	Neighborhood Development Strategies	International Economic Development Corp. IEDC	3/22-23/18	\$640.00	N/A	N/A
Harvey, Guyton	Project Manager	DFD	New Market Tax Credits	National Development Council	3/20-22/18	\$742.50	N/A	N/A
Slade, Ray	Project Manager	DFD	PD 515-New Markets Tax Credits	National Development Council	3/20-22/18	\$412.50	N/A	N/A
Briscoe, Mikael	Staff Assistant	DFD	PD 502-Low Income Housing Tax Credits	National Development Council	3/18-21/18	\$742.50	\$439.96	\$625.05
Newkirk, Tamika	Economic Development Program Specialist	RCS	Sub-Awarding for Pass-through Entities	Management Concepts	3/12-13/18	\$809.00	N/A	N/A
Pair, Lauren	Rent Administrator	HRA	HKS Executive Education* Digital Transformation in Government	Harvard Kennedy School	3/10-15/19	\$8,800.00	\$225.40	N/A
Livingstone, Richard	Special Assistant to the Director	OD	2019 National League of Cities Congressional City Conference in Washington, DC	The National League of Cities (NLC)	3/10-13/2019	\$470.00	N/A	N/A
Nottingham, Angela	Training Manager	OD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019 and 2/7/2019	N/A	N/A	N/A
Powell, Johnette	Program Analyst	OPM	5113: Federal Accounting Fundamentals	Management Concepts	2/22-23/18	\$689.00	N/A	N/A
Wilson, Rogelio	Rehab Home Inspector	RCS	Removing Barriers to Sustainable Housing Affordability	Neighborworks	2/18-19/2019	\$645.00	\$262.98	\$422.72
Gall, Anaminta	Econ. Dev. Prog. Specialist	RCS	Management Concepts (Fed Grants)	Management Association	12/12-13/18	\$829.00	N/A	N/A
Powell, Johnette	Program Analyst	OPM	Project Management Principles	Management Concepts	12/11-13/2017	\$1,569.00	N/A	N/A
Guzman, Bernard	Project Manager	DFD	HD 435: Rental Housing Development Finance, Problem Solving and Deal Structuring	National Development Council	12/10-15/2017	\$1,237.50	\$459.96	\$920.96

DHCD Travel and Training Report
(Includes internal and external training)

Livingstone, Richard	Special Asst. to the Director	OD	Los Angeles National League of Cities	National League of Cities	11/8-11/18	\$460.00	\$536.40	\$765.47
Donaldson, Polly	Director	OD	Los Angeles National League of Cities	National League of Cities	11/8-11/18	\$460.00	\$506.40	\$927.00
Pelletiere, Danilo	Housing Development Advisor	OD	CTDC Final Convening	Living Cities	11/3-4/17	Donation #4902	\$412.00	N/A
Pelletiere, Danilo	Housing Development Advisor	OD	Bay Area Land and Housing Convening	Oakland Peoples Land and Housing Convening	11/28-30/18	N/A	\$418.00	N/A
Wilson, Erin	Supv. Contract and Loan Spec.	DFD	Bay Area Convening	Bay Association	11/28-29/18	\$538.00	N/A	N/A
Gutierrez, Sonia	Fair Housing Prog. Coordinator	OPM	ADA Coordinator Certification	ADA Association	11/26-30/18	\$525.00	N/A	N/A
Pelletiere, Danilo	Housing Development Advisor	OD	High Cost Cities Housing Forum	Rose Fellowship/Enterprise Community Partners-donation 5005	11/2-4/17	Donation #5505	\$404.20	N/A
Agara, Makkah	Housing Regulations Specialist	IZ/HRA	Emphasys HFA User Conference	Emphasys Software, Inc.	11/14-17/2017	\$959.00	\$513.60	\$933.66
Bulmash, Gene	IZ Manager	IZ/HRA	Emphasys HFA User Conference	Emphasys Software, Inc.	11/14-17/2017	\$959.00	\$513.60	\$933.66
Cusaac, Marshall	Housing Regulations Specialist	IZ/HRA	Emphasys HFA User Conference	Emphasys Software, Inc.	11/14-17/2017	\$959.00	\$513.60	\$933.66
DiFazio, John	Environmental Specialist	OPM	Basic NEPA	Northwest Environmental Training Center	11/13-17/2017	\$495 and \$295	\$656.59	\$506.04
Marshall, Ralph	Environmental Specialist	OPM	Basic NEPA	Northwest Environmental Training Center	11/13-17/2017	\$495 and \$295	\$656.59	\$506.04
Bulmash, Gene	IZ Manager	HRA	Emphasys HFA User Conference	Emphasys Software, Inc.	11/13-16/2018	\$1,019.00	\$278.40	\$844.11
Ervin, Constance	Residential Rehab. Specialist	RCS	Emphasys Conference	Emphasys, Inc.	11/13-15/18	\$799.00	\$224.40	\$844.11
Parker, Ebony	Program Support Assistant	HRA	Emphasys Conference	Emphasys, Inc.	11/13-15/18	\$799.00	\$224.40	\$844.11
Cooke, Sandra	IZ Compliance Specialist	HRA	Emphasys Conference	Emphasys, Inc.	11/13-15/18	\$799.00	\$192.40	\$844.11
Donaldson, Polly	Director	OD	2017 City First Community Development Conference	City First Bank	10/17/2017	No cost	N/A	N/A
Edmond, Lesley	Housing Compliance Officer	OPM	3rd Annual CHOICE Baltimore Washington Building Assoc. Trade Conference	Baltimore Washington Building Assoc.	10/9-10/2017	No cost	No cost	\$175.70
Gregory, Lisa	Commissioner	RHC	National Assoc. of Women Judges 40th Annual Conference	National Assoc. of Women Judges	10/3-7/2018	\$645.00	\$378.00	\$1,145.00
Hubbard, Drew	Chief Administrative Officer	OD	Urban Land Institute, San Francisco CA	Urban Land Institute	10/29-11/2/18	\$1,275.00	\$329.40	\$1,198.29
Edwards, Clyde	Program Analyst	OPM	HUD Training: NSP	HUD	10/29-11/2/18	N/A	\$570.96	\$926.96
Donaldson, Polly	OD	OD	2017 ULI Fall Meeting in LA	Urban Land Institute	10/26-27/2017	No cost (Donation #4807)	\$762.40	\$397.02
Givens, Sabrina	Program Analyst	OPM	2018 NSP Workshop Series	HUD	10/2-3/2018	HUD-No fee	\$177.96	\$335.23
Powell, Johnette	Program Analyst	OPM	2018 NSP Workshop Series	HUD	10/2-3/2018	HUD-No fee	\$265.40	\$604.92
Donaldson, Polly	Director	OD	High Cost Cities Housing Forum	High Cost Cities Forum	10/21/2018-10/23/2018	No cost	\$340.65	\$1,357.14
Pelletiere, Danilo	Housing Development Advisor	OD	High Cost Cities Housing Forum	High Cost Cities Forum	10/21/2018-10/23/2018	N/A	\$305.41	N/A
Brannum, Steven	Hous. And Dev. Project Manager	DFD	Glen Allen, VA NDC Conference	National Development Council	10/15-19/18	\$250.00	\$93.00	\$1,045.00
Edmond, Lesley	Housing Compliance Officer	OPM	NCSHA Conference	Nat'l Council of State Housing Agencies	10/14-16/2018	\$515.00	\$432.60	\$641.70
Edmonds, Lesley	OPM Manager	OPM	NCSHA 2018 Annual Conference	NCSHA Association	10/14-16/18	\$595.00	\$674.60	\$637.10
Holla, Reshma	Hous. And Dev. Project Manager	DFD	NCSHA 2018 Annual Conference	NCSHA Association	10/12-16/18	\$595.00	\$674.60	\$817.57
Hubbard, Drew	Chief Administrative Officer	OD	2018 ULI Fall Meeting	Urban Land Institute	10/08-11/2018	\$1,395.00	\$329.40	\$1,323.04

DHCD Travel and Training Report
(Includes internal and external training)

Guzman, Bernard	Project Manager	DFD	National Council of State Housing Agencies 2018 HFA Institute	National Council of State Housing Agencies	1/9-11/18	\$515.00	N/A	N/A
Harvey, Guyton	Project Manager	DFD	National Council of State Housing Agencies 2018 HFA Institute	National Council of State Housing Agencies	1/9-11/18	\$515.00	N/A	N/A
Scallet, Anna	Project Manager	DFD	National Council of State Housing Agencies 2018 HFA Institute	National Council of State Housing Agencies	1/9-11/18	\$515.00	N/A	N/A
Dorn, Towanna	Grants Management Specialist	OPM	HFA Institute	National Council of State Housing Agencies	1/7-9/18	\$455.00	N/A	N/A
Edmond, Lesley	Housing Compliance Officer	OPM	HFA Institute	National Council of State Housing Agencies	1/7-9/18	\$455.00	N/A	N/A
Edwards, Clyde	Program Analyst	OPM	HFA Institute	National Council of State Housing Agencies	1/7-9/18	\$455.00	N/A	N/A
Givens, Sabrina	Grants Management Specialist	OPM	HFA Institute	National Council of State Housing Agencies	1/7-9/18	\$455.00	N/A	N/A
Guzman, Bernard	Project Manager	DFD	HFA Institute	National Council of State Housing Agencies	1/7-9/18	\$455.00	N/A	N/A
Hagans, Patricia	Grants Management Specialist	CFO	HFA Institute	National Council of State Housing Agencies	1/7-9/18	\$455.00	N/A	N/A
Harvey, Guyton	Project Manager	DFD	HFA Institute	National Council of State Housing Agencies	1/7-9/18	\$455.00	N/A	N/A
Powell, Johnette	Program Analyst	OPM	HFA Institute	National Council of State Housing Agencies	1/7-9/18	\$455.00	N/A	N/A
Scallet, Anna	Project Manager	DFD	HFA Institute	National Council of State Housing Agencies	1/7-9/18	\$455.00	N/A	N/A
Sylvester, Honor	Financial Manager	CFO	HFA Institute	National Council of State Housing Agencies	1/7-9/18	\$455.00	N/A	N/A
Wilson, Erin	Project Manager	DFD	HFA Institute	National Council of State Housing Agencies	1/7-9/18	\$455.00	N/A	N/A
Gutierrez, Sonia	Fair Housing Prog. Coordinator	OPM	Accessibility Professionals Annual Conference	Accessibility Professional Association	1/30/2019-2/1/2019	\$510.00	\$500.00	\$405.00
Edmond, Lesley	Housing Compliance Officer	OPM	DC Government Executive Leadership Program	DC Department of Human Resources	1/3/2018-8/30/2018	\$12,500.00	N/A	N/A
Hubbard, Drew	Chief Administrative Officer	OD	DC Government Executive Leadership Program	DC Department of Human Resources	1/3/2018-8/30/2018	\$12,500.00	N/A	N/A
Gutierrez, Sonia	Fair Housing Prog. Coordinator	OPM	2019 Winter ADA Coordinator Conference	American Disability Association	1/28-29/2019	\$360.00	\$150.00	\$402.76
Donaldson, Polly	Director	OD	High Cost Cities Housing Forum	Rose Fellowship/Enterprise Community Partners-donation 5006	1/28-29/18	No cost (donation #5006)	\$573.90	No Cost
Pelletiere, Danilo	Housing Development Advisor	OD	High Cost Cities Housing Forum	Rose Fellowship/Enterprise Community Partners-	1/28-29/18	No cost	\$232.20/\$172.00	N/A
Merchant, Ernest	Econ. Dev. Prog. Specialist	RCS	IEDS Fort, Lauderdale FL	IEDS Association	1/27-29/19	\$970.00	\$340.60	\$823.77
Powell, Johnette	Program Analyst	OPM	NCSHA HFA Institute	NCSHA Association	1/13-15/2018	\$515.00	N/A	N/A
Givens, Sabrina	Grants Management Specialist	RCS	NCSHA HFA Institute	NCSHA Association	1/13-15/2018	\$515.00	N/A	N/A
Edwards, Clyde	Program Analyst	RCS	NCSHA HFA Institute	NCSHA Association	1/13-15/2018	\$515.00	N/A	N/A
Morrow, Kelly Ann	Grants Management Officer	RCS	NCSHA HFA Institute	NCSHA Association	1/13-15/2018	\$515.00	N/A	N/A
Edmonds, Lesley	Housing Compliance Officer	RCS	NCSHA HFA Institute	NCSHA Association	1/13-15/2018	\$515.00	N/A	N/A
Van Balen, Ana	Preservation Officer	OD	NCSHA HFA Institute	NCSHA Association	1/13-15/2018	\$515.00	N/A	N/A
Campbell, Sharron	Program Specialist	PAMD	Income and Assets Compliance Training	Mid-Atlantic AHMA	09/18-19/2018	\$125.00		\$121.32

DHCD Travel and Training Report
(Includes internal and external training)

Bulmash, Gene	Inclusionary Zoning Program Manager	HRA	Bisnow DC Metro Affordable Housing Summit	Bisnow, Inc.	3/20/2019	\$138.00	N/A	N/A
Law, Laverne	DAS Manager	DAS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Abraham, Odette	Program Support Specialist	HRA	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Pringle, Darshell	Staff Assistant	DAS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Jennings, Sherrell	Staff Assistant	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Hillsman, Pamela	Comm. Dev. Resource Specialist	OD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Reynolds, Heather	Manager OCP	OCP	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Harris, Theresa	Fiscal Acctg Spec.	CFO	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Imhulse, Sara	Resid. Rehab Prog. M	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Wright, Kenneth	PAMD Manager	PAMD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Brown, Bettina	Program Specialist	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Lee, Lamont	RCS Manager	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Hall, Tilla	Staff Assistant	OPM	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Sylvester, Honor	Financial Manager	CFO	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Rogers, Chantese	Program Specialist	PADD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Morrow, Kelly Ann	Grants Manager	OPM	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Edmond, Lesley	OPM Manager		E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Givens, Sabrina	Grants Management	OPM	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Wise, Andrea		DFD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Knackstedt, Joseph	Project Manager	DFD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Davis, Stephanie	Econ. Dev. Prog. Specialist	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Gall, Anaminta	Econ. Dev. Prog. Specialist	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Merchant, Ernest	Econ. Dev. Prog. Specialist	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Powell, Johnette	Program Analyst	OPM	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Bellegarde, Emmanuel	Econ. Dev. Prog. Specialist	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Nunez, Moses	Residential Rehab. S	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Gutierrez, Sonia	Fair Housing Prog. Co	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	N/A	N/A	N/A
Edmond, Lesley	Housing Compliance Officer	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	N/A	N/A	N/A
Allen, James	Contract Specialist	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	N/A	N/A	N/A
Difazio, John	Environmental Specialist	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	N/A	N/A	N/A

DHCD Travel and Training Report
(Includes internal and external training)

Edwards, Clyde	Program Analyst	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	N/A	N/A	N/A
Givens, Sabrina	Program Analyst	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	N/A	N/A	N/A
Gutierrez, Sonia	Fair Housing Prog. Coordinator	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	N/A	N/A	N/A
Hall, Tilla	Staff Assistant	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	N/A	N/A	N/A
Marshall, Ralph	Environmental Specialist	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	N/A	N/A	N/A
Morrow, Kelly Ann	Grants Management Officer	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	N/A	N/A	N/A
Powell, Johnette	Contract Specialist	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	N/A	N/A	N/A
Bartee-Williams, Marthine	Program Specialist	DFD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Campbell, Sharron	Program Specialist	DFD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Trapp, Monique	Staff Assistant	DAS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Davis, Edward	Comm. Services Program Mgr.	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Hardy, Vanessa	Grants Mgmt. Specialist	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Washington, Jean	Staff Assistant	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Hawkins, Wendell	Staff Assistant	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Howard, Tamika	Staff Assistant	OGC	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Scallet, Anna	Housing and Development Proj. Mgr.	DFD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Brown, Kellie	Program Support Assistant	PAMD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Brannum, Steven	Housing and Development Proj. Mgr.	DFD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Slade, Ray	Special Projects Coordinator	DFD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Newkirk, Tamika	Econ. Dev. Prog. Specialist	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Bulmash, Gene	Inclusionary Zoning Program Manager	HRA	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Pair, Lauren	Rent Administrator	HRA	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Moore, Joyce	Staff Assistant	HRA	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Banks, Lashaun	Info. Tech. Spec.	ITU	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Smalls, Michael	Program Analyst	OD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Wilson, Erin	Supv. Contract and Loan Spec.	DFD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A
Scott, Laverne	Housing Projects Coordinator	DFD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	N/A	N/A	N/A

DHCD Travel and Training Report
(Includes internal and external training)

Jones, Tiphanie	Hous. And Development Proj. Mgr.	DFD	Fair Housing Accessibility Training for Contractors	DHCD (Edmond and Gutierrez)	1/16/2019	N/A	N/A	N/A
Hall, Tilla	Staff Assistant	OPM	Fair Housing Accessibility Training for Contractors	DHCD (Edmond and Gutierrez)	1/16/2019	N/A	N/A	N/A
Morrow, Kelly Ann	Grants Management Officer	OPM	Fair Housing Accessibility Training for Contractors	DHCD (Edmond and Gutierrez)	1/16/2019	N/A	N/A	N/A
Edmonds, Lesley	Housing Compliance Officer	OPM	(OPM)Strategic Session	Novogradac Association	12/20/2018	N/A	N/A	\$341.00
Wiley, Julia	General Counsel	OGC	Novogradac Webinar LIHTC(Local)	Novogradac Association	12/14/2018	\$110.00	N/A	N/A
Walker, Cecilia	Asset Manager	PAMD	Novogradac Webinar LIHTC(Local)	Novogradac Association	12/14/2018	\$110.00	N/A	N/A
Holla, Reshma	Supv. Contract and Loan Spec.	DFD	Novogradac Webinar LIHTC(Local)	Novogradac Association	12/14/2018	\$110.00	N/A	N/A
Owens, Latrena	Chief of Staff	OD	HAND Holiday Meeting and Mixer	HAND Association	12/13/2018	N/A	N/A	\$100.00
Owens, Latrena	Chief of Staff	OD	Bisnow Super smooze	Bisnow Association	12/10/2018	\$54.00	N/A	N/A
Newkirk, Tamika	Econ. Dev. Prog. Specialist	RCS	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Johnson, Antonio	Housing Inspector	PAMD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Holla, Reshma	Supv. Contract and Loan Spec.	DFD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Wise, Andrea	Housing and Dev. Program Specialist	DFD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Briscoe, Mikael	Staff Assistant	DFD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Harvey, Guyton	Hous. Dev. Proj. Mgr.	DFD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Walker, Cecilia	Asset Manager	PAMD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Jones, Chelsea	Compliance Specialist	PAMD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Godwin, Patricia	Compliance Specialist	PAMD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Brown, Kellie	Prog. Support Specialist	PAMD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
McCrimmon, Constance	Compliance Specialist	PAMD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Hayden, Robert	Real Estate Delinquent Specialist	PAMD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Murrell, Bridgette	Housing Financial Analyst	PAMD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Johnson, Ashley	Supv. Housing Financial Analyst	PAMD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Barlow, Suubi	Housing Inspector	PAMD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Wright, Kenneth	Supv. Housing Inspector	PAMD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Green, Curtis	Housing Inspector	PAMD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Akinkoye, Mary	Compliance Specialist	PAMD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Khalid, Sulma	Attorney Advisor	OGC	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Condell, Tonya	Attorney Advisor	OGC	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Giboney, Prentiss	Paralegal Specialist	OGC	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Brannum, Steven	Hous. Dev. Proj. Mgr.	DFD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Lee, Lamont	Supv. Program Manager	RCS	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	N/A	N/A	N/A
Henderson, Robin	Program Analyst	OD	BISNOW Major Projects	BISNOW Association	12/6/2018	\$99.00	N/A	N/A
Boyd, Mozella	Staff Assistant	OD	BISNOW Major Projects	BISNOW Association	12/6/2018	\$99.00	N/A	N/A
O'Neal, Antilecia	Management Liaison	OD	National Seminars Training Leadership	National Association	12/5/2018	\$199.00	N/A	N/A
Owens, Latrena	Chief of Staff	OD	National Seminars Training Leadership	National Association	12/5/2018	\$199.00	N/A	N/A

DHCD Travel and Training Report
(Includes internal and external training)

Butler-Truesdale, Tonya	Rental Property Program Specialist	HRA	DC Demand Eviction Proceeding Training	DC Association	11/20/2018	\$99.00	N/A	N/A
Owens, Latrena	Chief of Staff	OD	Manna Reception	Manna Association	11/7/2018	\$65.28	N/A	N/A
Donaldson, Polly	Director	OD	Manna Reception	Manna Association	11/7/2018	\$65.28	N/A	N/A
Ladd, Allison	Deputy Director	OD	Manna Reception	Manna Association	11/7/2018	\$65.28	N/A	N/A
Hubbard, Drew	Chief Administrative Officer	OD	Manna Reception	Manna Association	11/7/2018	\$65.28	N/A	N/A
Cofield, Gwendolyn	Public Affairs Specialist	OD	Manna Reception	Manna Association	11/7/2018	\$65.28	N/A	N/A
Bulmash, Gene	IZ Manager	HRA	DC Office of Admin. Hearings: Substantive and Procedural Law for Attorneys	DC Bar Association	9/17/2018	\$89.00	N/A	N/A
Edwards, Clyde	Program Analyst	OPM	Federal Accounting Fundamentals-5113	Management Concepts	9/14/2018	\$649.00	N/A	N/A
Givens, Sabrina	Grants Management Specialist	OPM	Advanced Cost Principles	Management Concepts	9/14/2018	\$649.00	NA	N/A
Boyd, Mozella	Staff Assistant	OD	Federal Retirement Impact Workshop	ProFeds, Inc.	9/12/2018	N/A	N/A	N/A
Joemah, Dionne	Deputy Attorney General	OGC	Ethics and the Government Lawyer	Office of the Attorney General	8/28/2018	N/A	N/A	N/A
Nunez, Moses	Resid. Rehab Spec	RCS	Lead Risk Assessor-Refresher Course	Aerosol Monitoring and Analysis, Inc.	8/24/2018	\$180.00	N/A	N/A
Boyd, Mozella	Staff Assistant	OD	Federal Retirement Impact Workshop	ProFeds, Inc.	8/15/2018	NA	N/A	N/A
Abraham, Odette	Program Support Specialist	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
Agara, Makkah	Housing Regulations Specialist	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
Anderson, Keith	Rental Property Program Specialist	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
Bulmash, Gene	IZ/ADU Manager	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
Butler-Truesdale, Tonya	Hous. Provider Ombudsman	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
Cooke, Sandra	IZ Compliance Specialist	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
Cooper, Ronisha	Staff Assistant	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
Cusaac, Marshall	Hous. Regulations Specialist	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
Dorsey, Dawne	Program Specialist	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
Haines, Kathy	IZ Compliance Specialist	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
Hammond, Helena	Contractor	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
Jackson, Cheryl	Program Specialist	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
Laney, Terrance	Special Assistant	OD/HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
McNamamee, Michael	Capital City Fellow	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
Moore, Joyce	Staff Assistant	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
Nichols, Woodrow	Contact Representative	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
Nottingham, Angela	Training Manager	OD	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
Pair, Lauren	Rent Administrator	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A

DHCD Travel and Training Report
(Includes internal and external training)

Parker, Ebony	Program Support Assistant	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
Sawyer, Karen	Rental Conversion Specialist	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
Willis, Antoinette	Contractor	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Officer Joseph A. Brown	8/7/2018	N/A	N/A	N/A
McCrimmon, Constance	Compliance Specialist	PAMD	Tax Credit Specialist Training	National Center for Housing Management (NCHM)	7/11/2018	\$755.00	N/A	N/A
Abraham, Odette		RAD/HRA	Fair Housing	OPM/Edmonds/Gutierrez	6/20/2018	N/A	N/A	N/A
Agara, Makkah		HRA	Fair Housing	OPM/Edmonds/Gutierrez	6/20/2018	N/A	N/A	N/A
Anderson, Keith		RAD/HRA	Fair Housing	OPM/Edmonds/Gutierrez	6/20/2018	N/A	N/A	N/A
Barnett, Ivy		CASD/HRA	Fair Housing	OPM/Edmonds/Gutierrez	6/20/2018	N/A	N/A	N/A
Butler-Truesdale, Tonya		HRA	Fair Housing	OPM/Edmonds/Gutierrez	6/20/2018	N/A	N/A	N/A
Cooke, Sandra		HRA	Fair Housing	OPM/Edmonds/Gutierrez	6/20/2018	N/A	N/A	N/A
Cooper, Ronisha		RAD/HRA	Fair Housing	OPM/Edmonds/Gutierrez	6/20/2018	N/A	N/A	N/A
Hammond, Helena	Contractor	HRA	Fair Housing	OPM/Edmonds/Gutierrez	6/20/2018	N/A	N/A	N/A
Jackson, Cheryl		CASD/HRA	Fair Housing	OPM/Edmonds/Gutierrez	6/20/2018	N/A	N/A	N/A
McKeever, Christine		RAD/HRA	Fair Housing	OPM/Edmonds/Gutierrez	6/20/2018	N/A	N/A	N/A
McNamare, Michael	Capital City Fellow	IZ	Fair Housing	OPM/Edmonds/Gutierrez	6/20/2018	N/A	N/A	N/A
Moore, Joyce		CASD/HRA	Fair Housing	OPM/Edmonds/Gutierrez	6/20/2018	N/A	N/A	N/A
Nichols, Woodrow		HRA/IZ	Fair Housing	OPM/Edmonds/Gutierrez	6/20/2018	N/A	N/A	N/A
Nottingham, Angela		OD	Fair Housing	OPM/Edmonds/Gutierrez	6/20/2018	N/A	N/A	N/A
Parker, Ebony		HRA/IZ	Fair Housing	OPM/Edmonds/Gutierrez	6/20/2018	N/A	N/A	N/A
Sawyer, Karen		CASD/HRA	Fair Housing	OPM/Edmonds/Gutierrez	6/20/2018	N/A	N/A	N/A
Smallis, Jason Leonard		CASD/HRA	Fair Housing	OPM/Edmonds/Gutierrez	6/20/2018	N/A	N/A	N/A
Willis, Antoinette		HRA	Fair Housing	OPM/Edmonds/Gutierrez	6/20/2018	N/A	N/A	N/A
Donaldson, Polly	Director	OD	National Housing Conference	National Housing Conference	6/14/2018	\$95.00	N/A	N/A
Allen, James	Contract Specialist	OPM	Wage and Hour/Davis Bacon Training	Natalie Collins, Wage and Hour Divison, Dept. of Labor	5/30/2018	N/A	N/A	N/A
Brannum, Steven	Hous. Dev. Proj. Mgr.	DFD	Wage and Hour/Davis Bacon Training	Natalie Collins, Wage and Hour Divison, Dept. of Labor	5/30/2018	N/A	N/A	N/A
Furr, Fabian		OPM	Wage and Hour/Davis Bacon Training	Natalie Collins, Wage and Hour Divison, Dept. of Labor	5/30/2018	N/A	N/A	N/A
Harvey, Guyton	Hous. Dev. Proj. Mgr.	DFD	Wage and Hour/Davis Bacon Training	Natalie Collins, Wage and Hour Divison, Dept. of Labor	5/30/2018	N/A	N/A	N/A
Knackstedt, Joseph	Hous. Dev. Proj. Mgr.	DFD	Wage and Hour/Davis Bacon Training	Natalie Collins, Wage and Hour Divison, Dept. of Labor	5/30/2018	N/A	N/A	N/A
Scallet, Anna	Hous. Dev. Proj. Mgr.	DFD	Wage and Hour/Davis Bacon Training	Natalie Collins, Wage and Hour Divison, Dept. of Labor	5/30/2018	N/A	N/A	N/A
Scott, Laverne	Housing Projects Coordinator	DFD	Wage and Hour/Davis Bacon Training	Natalie Collins, Wage and Hour Divison, Dept. of Labor	5/30/2018	N/A	N/A	N/A
Slade, Ray	Special Projects Manager	DFD	Wage and Hour/Davis Bacon Training	Natalie Collins, Wage and Hour Divison, Dept. of Labor	5/30/2018	N/A	N/A	N/A
Wali, Washi	Hous. Dev. Proj. Mgr.	DFD	Wage and Hour/Davis Bacon Training	Natalie Collins, Wage and Hour Divison, Dept. of Labor	5/30/2018	N/A	N/A	N/A
Wilson, Erin	Supv. Contract and Loan Spec.	DFD	Wage and Hour/Davis Bacon Training	Natalie Collins, Wage and Hour Divison, Dept. of Labor	5/30/2018	N/A	N/A	N/A

DHCD Travel and Training Report
(Includes internal and external training)

Wise, Andrea	Hous. Dev. Prog. Asst	DFD	Wage and Hour/Davis Bacon Training	Natalie Collins, Wage and Hour Division, Dept. of Labor	5/30/2018	N/A	N/A	N/A
Smalls, Michael	Program Analyst	OD	Md. DHCD 27th Annual Affordable Housing Summit	Affordable Housing Conference of Montgomery County (AHCMC)	5/11/2018	\$117.50	N/A	N/A
Abraham, Odette	Program Support Specialist	HRA	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Akran, Joscara		OCFO	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Bartee-Williams, Marthine	Program Specialist	DFD	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Bellegarde, Emmanuel	Economic Development Program Specialist	RCS	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Briscoe, Mikael	Staff Assistant	DFD	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Bryant, Kwame	Budget Officer	OCFO	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Byron, Cyril		OCFO	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Damireddy, Ajay		OCFO	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Davis, Edward	Comm. Services Program Mgr.	RCS	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Davis, Lashaun	Info. Tech. Spec.	ITU	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Dickersin-Prokopp, Christopher	Supv. Hous. & Dev. Proj. Mgr.	DFD	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Edmond, Lesley	Hous. Compliance Officer	OPM	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Ervin, Constance	Resid. Rehab. Spec.	RCS	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Gall, Anaminta	Economic Development Program Specialist	RCS	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Givens, Sabrina	Grants Management Specialist	OPM	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Hagans, Patricia	Grants Management Specialist	OCFO	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Hardy, Vanessa	Grants Management Specialist	RCS	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Hawkins, Wendell	Staff Assistant	RCS	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Lee, Lamont	Supv. Program Mgr.	RCS	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Lewis, Cortis		DMPED	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Marshall, Calvin	Loan Specialist	RCS	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Narukonda, Raxesh		OCFO	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
VanHorne, Lashaun		OCFO	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Washington, Jean	Staff Assistant	RCS	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Wilson, Reginald	Budget Analyst	OCFO	E-Invoicing	OCTO and CFO	5/4/2018	No Cost	N/A	N/A
Nottingham, Angela	Training Manager	OD	Sexual Harassment Officer Training	DCHR-Zimmerman	4/18/2018	N/A	N/A	N/A
Cofield, Gwendolyn	Public Affairs Specialist	OD	Solutions for Housing Communications 2018	LISC Institute	4/17/2018	\$130.00	N/A	N/A
Wilkes, Robyn	Public Affairs Specialist	OD	National Housing Conference, Solutions for Housing Communications	National Housing Conference	4/17/2018	\$155.00	N/A	N/A
Nottingham, Angela	Training Manager	OD	Enterprise Learning Management System	DCHR	4/9/2018	N/A	N/A	N/A
Brannum, Steven	Project Manager	DFD	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2018	No cost	N/A	N/A

DHCD Travel and Training Report
(Includes internal and external training)

Charles-Christian, Kathy	Attorney	OGC	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2018	No cost	N/A	N/A
Condell, Tonya	Attorney	OGC	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2018	No cost	N/A	N/A
Giboney, Prentiss	Attorney	OGC	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2018	No cost	N/A	N/A
Guzman, Bernard	Project Manager	DFD	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2018	No cost	N/A	N/A
Harvey, Guyton	Project Manager	DFD	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2018	No cost	N/A	N/A
Joemah, Dionne	Deputy General Counsel	OGC	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2018	No cost	N/A	N/A
Johnson, Devin	Legislative Specialist	OGC	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2018	No cost	N/A	N/A
Jones, Tiphonie	Project Manager	DFD	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2018	No cost	N/A	N/A
Knackstedt, Joseph	Project Manager	DFD	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2018	No cost	N/A	N/A
Mckenzie, Joan	Attorney	OGC	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2018	No cost	N/A	N/A
Scallet, Anna	Project Manager	DFD	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2018	No cost	N/A	N/A
Scott, Laverne	Project Manager	DFD	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2018	No cost	N/A	N/A
Slade, Ray	Special Projects Manager	DFD	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2018	No cost	N/A	N/A
Wali, Washi	Project Manager	DFD	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2018	No cost	N/A	N/A
Wiley, Julia	General Counsel	OGC	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2018	\$135.00	N/A	N/A
Wilson, Erin	Project Manager	DFD	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2018	No cost	N/A	N/A
Wise, Andrea	DLP Intern	DFD	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2018	No cost	N/A	N/A
Powell, Johnette	Program Analyst	OPM	Project Management Principles	Management Concepts	4/6/2018	\$639.00	N/A	N/A
Bellegarde, Emmanuel	Economic Development Program Specialist	RCS	CNHED and DCRA's How to Navigate Permitting and Construction for DC's Community Based Developers	CNHED and DCRA	3/23/2018	No cost	N/A	N/A
Charles-Christian, Kathy	Attorney Advisor	OGC	Developer Syndicator Relationship Webinar	Novogradac	3/22/2018	No cost	N/A	N/A
Condell, Tonya	Paralegal Specialist	OGC	Developer Syndicator Relationship Webinar	Novogradac	3/22/2018	No cost	N/A	N/A
Giboney, Prentiss	Paralegal Specialist	OGC	Developer Syndicator Relationship Webinar	Novogradac	3/22/2018	No cost	N/A	N/A
Joemah, Dionne	Dep. General Counsel	OGC	Developer Syndicator Relationship Webinar	Novogradac	3/22/2018	No cost	N/A	N/A
Knackstedt, Joseph	Housing and Dev. Proj. Manager	DFD	Developer Syndicator Relationship Webinar	Novogradac	3/22/2018	No cost	N/A	N/A
Wiley, Julia	General Counsel	OGC	Developer Syndicator Relationship Webinar	Novogradac	3/22/2018	\$135.00	N/A	N/A
Wiley, Julia	General Counsel	OGC	Developer Syndicator Relationship Webinar	Novogradac	3/22/2018	\$135.00	N/A	N/A
Donaldson, Polly	Director	OD	Greater Washington Urban League Gala	Greater Washington Urban League (GWUL)	3/16/2018	No cost (donation 5109)	N/A	N/A
Smalls, Michael	Program Analyst	OD	Bisnow DC Metro Affordable Housing Summit	Nixon Peabody	3/15/2018	\$99.00	N/A	N/A
Van Balen, Ana	Preservation Officer	OD	Bisnow DC Metro Affordable Housing Summit	Nixon Peabody	3/15/2018	\$99.00	N/A	N/A
Donaldson, Polly	Director	OD	N Street Village Gala	N Street Village Nonprofit Corp.	3/14/2018	No cost (donation 5085)	N/A	N/A
Donaldson, Polly	Director	OD	Sexual Harassment for Managers	DHCD/DCHR (Nottingham, Edmonds and Smalls)	3/12/2018	No cost	N/A	N/A
Hubbard, Drew	Chief Administrative Officer	OD	Sexual Harassment for Managers	DHCD/DCHR (Nottingham, Edmonds and Smalls)	3/12/2018	No cost	N/A	N/A

DHCD Travel and Training Report
(Includes internal and external training)

Joemah, Dionne	Preservation Officer	OD	Sexual Harassment for Managers	DHCD/DCHR (Nottingham, Edmonds and Smalls)	3/12/2018	No cost	N/A	N/A
Ladd, Allison	Deputy Director	OD	Sexual Harassment for Managers	DHCD/DCHR (Nottingham, Edmonds and Smalls)	3/12/2018	No cost	N/A	N/A
Law, Laverne	Administrative Services Manager	DAS	Sexual Harassment for Managers	DHCD/DCHR (Nottingham, Edmonds and Smalls)	3/12/2018	No cost	N/A	N/A
Van Balen, Ana	Deputy General Counsel	OGC	Sexual Harassment for Managers	DHCD/DCHR (Nottingham, Edmonds and Smalls)	3/12/2018	No cost	N/A	N/A
Cofield, Gwendolyn	Communications Manager	OD	Sexual Harassment for Managers	DHCD/DCHR (Nottingham, Edmonds and Smalls)	3/2/2018	No cost	N/A	N/A
Dickersin-Prokopp, Christopher	DFD Manager	DFD	Sexual Harassment for Managers	DHCD/DCHR (Nottingham, Edmonds and Smalls)	3/2/2018	No cost	N/A	N/A
Gutierrez, Sonia	Fair Housing Prog. Coordinator	OPM	Sexual Harassment for Managers	DHCD/DCHR (Nottingham, Edmonds and Smalls)	3/2/2018	No cost	N/A	N/A
Lee, Lamont	RCS Manager	RCS	Sexual Harassment for Managers	DHCD/DCHR (Nottingham, Edmonds and Smalls)	3/2/2018	No cost	N/A	N/A
Owens, Latrena	Chief of Staff	OD	Sexual Harassment for Managers	DHCD/DCHR (Nottingham, Edmonds and Smalls)	3/2/2018	No cost	N/A	N/A
Spencer, Michael	Rental Housing Commissioner	RHC	Sexual Harassment for Managers	DHCD/DCHR (Nottingham, Edmonds and Smalls)	3/2/2018	No cost	N/A	N/A
Bulmash, Gene	IZ Manager	IZ/ADU	Sexual Harassment for Managers	DHCD/DCHR (Nottingham, Edmonds and Smalls)	3/1/2018	No cost	N/A	N/A
Demarais, Frank	HPAP Manager	RCS	Sexual Harassment for Managers	DHCD/DCHR (Nottingham, Edmonds and Smalls)	3/1/2018	No cost	N/A	N/A
Imhulse, Sara	SFRRP Manager	RCS	Sexual Harassment for Managers	DHCD/DCHR (Nottingham, Edmonds and Smalls)	3/1/2018	No cost	N/A	N/A
Snowden, Rene	IT Manager	ITU	Sexual Harassment for Managers	DHCD/DCHR (Nottingham, Edmonds and Smalls)	3/1/2018	No cost	N/A	N/A
Walker, Cecilia	PAMD Manager	PAMD	Sexual Harassment for Managers	DHCD/DCHR (Nottingham, Edmonds and Smalls)	3/1/2018	No cost	N/A	N/A
Wiley, Julia	General Counsel	OGC	Sexual Harassment for Managers	DHCD/DCHR (Nottingham, Edmonds and Smalls)	3/1/2018	No cost	N/A	N/A
Pair, Lauren	Rent Administrator	HRA	Sexual Harassment for Managers	DCHR/DHCD	2/16/2018	No cost	N/A	N/A
Harris-Epps, Diana	Rental Housing Commissioner	HRA	Statute and Regulation Drafting Series: Regulation Drafting	DC Bar Association	2/5/2018	\$99.00	N/A	N/A
Bell, Dwight	Construction Analyst	RCS	Housing Developer Pro Software	Livable Housing, Inc. Armand Magnelli	1/19/2018	N/A	N/A	N/A
Blackston, Dante	Resid. Rehab Spec	RCS	Housing Developer Pro Software	Livable Housing, Inc. Armand Magnelli	1/19/2018	N/A	N/A	N/A
Ervin, Constance	Resid. Rehab Spec	RCS	Housing Developer Pro Software	Livable Housing, Inc. Armand Magnelli	1/19/2018	N/A	N/A	N/A
Hawkins, Wendell	Staff Assistant	RCS	Housing Developer Pro Software	Livable Housing, Inc. Armand Magnelli	1/19/2018	N/A	N/A	N/A
Imhulse, Sara	Resid. Rehab Prog. Mgr.	RCS	Housing Developer Pro Software	Livable Housing, Inc. Armand Magnelli	1/19/2018	N/A	N/A	N/A
Jamal, Lubna	Lead Paint Prog. Supv.	RCS	Housing Developer Pro Software	Livable Housing, Inc. Armand Magnelli	1/19/2018	N/A	N/A	N/A
Koleini, Michael	Construction Analyst	RCS	Housing Developer Pro Software	Livable Housing, Inc. Armand Magnelli	1/19/2018	N/A	N/A	N/A
Nottingham, Angela	Training Manager	OD	Housing Developer Pro Software	Livable Housing, Inc. Armand Magnelli	1/19/2018	N/A	N/A	N/A
Nunez, Moses	Resid. Rehab Spec	RCS	Housing Developer Pro Software	Livable Housing, Inc. Armand Magnelli	1/19/2018	Purchase Order RCS \$1500	N/A	N/A
Dickersin-Prokopp, Christopher	Development Finance Manager	DFD	Renewable Energy Tax Credit Overview Webinar	Novogradac	1/4/2018	\$115.00	N/A	N/A
Dickersin-Prokopp, Christopher	Development Finance Manager	DFD	Tax Cuts and Jobs Act Webinar: What the Tax Credit Community Needs to Know	Novogradac	12/21/2017	\$150.00	N/A	N/A
Williams, George	Support Services Specialist	DAS	Basic Level 1 Contracting Officer's Course	Management Concepts	11/17/2017	No cost to agency (employee elected to pay without submitting through agency)	N/A	N/A
Boyd, Mozella	Staff Assistant	OD	Federal Retirement Impact Workshop	ProFeds, Inc.	11/14/2017	No cost	N/A	N/A

T Code	T Code Title	Agy	Doc Agy	Intra-District Agency	Comp Source Group	Comp Source Group Title	Invoice Description	Sum of Trans Amt
440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	DB0	A10	Office of Financial Operation Systems	0041	CONTRACTUAL SERVICES - OTHER	SINGLE AUDIT COLLECTIONS	2,425.00
			A10 Total					2,425.00
			AM0	Department of General Services	0030	ENERGY, COMM. AND BLDG RENTALS	AUTO FUEL ADVANCES FY 2018	3,572.00
							RETURN FUNDS	(1,719.28)
					0032	RENTALS - LAND AND STRUCTURES	FY 2018 RENT ADVANCES 0309	2,349,596.55
							RETURN I/D FUNDS	(285,235.15)
					0034	SECURITY SERVICES	FY2018 INTRA-DIST ADVANCES	76,260.59
							FY2018 RETURN OF ADVANCE	(175.52)
					0035	OCCUPANCY FIXED COSTS	FY2018 INTRA-DIST ADVANCES	81,993.00
							FY2018 RETURN OF ADVANCE	(71.55)
			AM0 Total					2,224,220.64
			AP0	Office on Asian & Pacific Islander Affairs	0050	SUBSIDIES AND TRANSFERS	RETURN FUNDS	(19,762.48)
							MOAPIA MOU	126,778.00
			AP0 Total					107,015.52
			AS0	Office of Finance & Resource Management (OFRM)	0031	TELEPHONE, TELEGRAPH, TELEGRAM, ETC	FY18 RTS	6,000.00
							FY18 TELECOM ADV. COLLECTIONS.	127,965.67
							RETURN INTRADISTRICT ADVANCE	(45,056.38)
			AS0 Total					88,909.29
			BA0	Office of the Secretary	0040	OTHER SERVICES AND CHARGES	MOU BETWEEN BA0 AND DB0	22,743.00
			BA0 Total					22,743.00
			BE0	Department of Human Resources	0041	CONTRACTUAL SERVICES - OTHER	MOU FOR DCHR REV FOR STD HR SV	55,287.00
							MOU FOR EXECUTIVE LEVEL DEV	25,000.00
			BE0 Total					80,287.00
			CB0	Office of the Attorney General	0040	OTHER SERVICES AND CHARGES	TO RETURN ADV	(61,680.70)
							INTRA DIST ADV FROM DB- CB	299,699.00
			CB0 Total					238,018.30
			DB0	Department of Housing & Community Development	0041	CONTRACTUAL SERVICES - OTHER	MOU BTN CR0- BUILDING PERMITS	20,000.00
			DB0 Total					20,000.00
			EB0	Office of the Deputy Mayor for Planning & Economic Development	0041	CONTRACTUAL SERVICES - OTHER	RETURN INTRA-DISTR ADVANCE	(7,565.47)
			EB0 Total					(7,565.47)
			JR0	Office of Disability Rights	0040	OTHER SERVICES AND CHARGES	RETURN I/D ADVANCE	(10.00)
							MOU BTN JR0/DB0 FOR DISABILITY	3,210.00
			JR0 Total					3,200.00
			KT0	Department of Public Works	0040	OTHER SERVICES AND CHARGES	FLEET	12,930.94
			KT0 Total					12,930.94
			PX0	Procurement Card (OFRM)	0020	SUPPLIES AND MATERIALS	SEPT PCARD EXP REALLOCATION	2,334.10
							YEAR END PCARD EXP	17,630.37
					0040	OTHER SERVICES AND CHARGES	PCARD ADVANCE	17,618.40
							CORRECT ACTIV FR CSG 40 TO 41	250,000.00
							RETURN FUNDS	(15,145.75)
							SEPT PCARD EXP REALLOCATION	(10,955.85)
							YEAR END PCARD EXP	(70,675.65)
					0041	CONTRACTUAL SERVICES - OTHER	PX0DB0 2018 PCARD ADVANCE	250,000.00
							CORRECT ACTIV FR CSG 40 TO 41	(250,000.00)
							YEAR END PCARD EXP	4,595.39
					0070	EQUIPMENT & EQUIPMENT RENTAL	SEPT PCARD EXP REALLOCATION	8,621.75
							YEAR END PCARD EXP	48,449.89
			PX0 Total					252,472.65
			TO0	Office of the Chief Technology Officer	0031	TELEPHONE, TELEGRAPH, TELEGRAM, ETC	RETURN OF FY18 UNUSED FUNDS	(1,557.54)
							(blank)	78,793.64
					0040	OTHER SERVICES AND CHARGES	FY18 BUSN INTEL ITA SWEEP	3,773.98
							FY18 DC NETWORK OPS IT ASSESS	12,364.52
							FY18 IT ASSESSMENTS	11,460.03
							FY18 IT ASSESSMENTS-GSC	64,255.44
							FY18 ITA ADV RETURN	(11,480.52)
							FY18 PASS ITA SWEEP	50,000.00
							FY18 WEB MAINT ITA SWEEP	10,870.32
							MICROSOFT 365	17,899.68
							RETURN OF FY18 UNUSED FUNDS	(9,322.16)
			TO0 Total					227,057.39
440 Total								3,271,714.26
441	INTRA-DISTRCT ADVANCES - SELLER'S SIDE	DB0	EB0	Office of the Deputy Mayor for Planning & Economic Development	1070	OTHER CHARGES AND SERVICES	REC INTRA-DISTR ADV EB0 TO DB0	2,800,000.00
							RETURN INTRA-DISTR ADVANCE	(1,718,336.08)
			EB0 Total					1,081,663.92
			UZ0	Housing Production Trust Fund	1070	OTHER CHARGES AND SERVICES	INTRA DISTRICT ADVANCE TO DB0	154,014.58
							ADVANCE FUNDS - UZ0 TO DB0	17,908,665.56
							ADVANCE FUNDS FOR DBHCAP	2,806,334.90
							INTRA DIST ADV FROM UZ-DB	555.58
							INTRA DISTRICT ADV FRM UZ0-HPTFID	100,000,000.00
							INTRA DISTRICT ADVANCE TO DB0	28,232,677.93
							REDUCE ADV FROM UZ-DB	(1,815,533.90)
							REDUCE ADV FROM UZ-DB	(425.77)
			UZ0 Total					147,286,288.88
441 Total								148,367,952.80

Department of Housing and Community Development
 Intra-District Transactions
 FISCAL_YEAR 2019

Response 6b

T Code	T Code Title	Agy	Doc Agy	Intra-District Agency	Comp Source Group	Comp Source Group Title	Invoice Description	Sum of Trans Amt	
440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	DB0	AM0	Department of General Services	0030	ENERGY, COMM. AND BLDG RENTALS	COLLECT ADVANCE AUTOFUEL	3,172.00	
							COLLECT ADVANCES	15,098.00	
							FY2019 INTRA-DIST ADVANCES	548.00	
					0032	RENTALS - LAND AND STRUCTURES	COLLECT ADVANCES	2,522,882.39	
					0034	SECURITY SERVICES	FY2019 INTRA-DIST ADVANCES	202,897.00	
					0035	OCCUPANCY FIXED COSTS	FY2019 INTRA DIST ADVANCES	129,234.00	
							AM0 Total	2,873,831.39	
				Office of Finance & Resource Management (OFRM)	AS0	0031	TELECOMMUNICATIONS	(blank)	106,398.61
							AS0 Total	106,398.61	
				Department of Housing & Community Development	DB0	0011	REGULAR PAY - CONT FULL TIME	MOU BETWEEN DHCD AND DCHR - CAPITAL CITY FELLOWS	123,689.28
							MOU BETWEEN DHCD AND OAG	167,759.00	
					0014	FRINGE BENEFITS - CURR PERSONNEL	MOU BETWEEN DHCD AND DCHR - CAPITAL CITY FELLOWS	26,222.12	
					0040	OTHER SERVICES AND CHARGES	ADV MOAPIA REVENUE	3,085.70	
							EST INTRA DIST ADV DB0-DCHR	59,000.00	
							MOU BETWEEN DHCD AND OAG	1,495.00	
							ADV MOAPIA REVENUE	131,726.30	
							DB0 Total	512,977.40	
				Department of Transportation	KA0	0041	CONTRACTUAL SERVICES - OTHER	RETURN BUYERS INTRA-DIST ADV - STREETLIGHTS	(2,701,057.26)
							KA0 Total	(2,701,057.26)	
				Department of Public Works	KTO	0040	OTHER SERVICES AND CHARGES	FLEET ADVANCE	8,543.11
							KTO Total	8,543.11	
				Procurement Card (OFRM)	PX0	0020	SUPPLIES AND MATERIALS	PCARD ADVANCE	19,474.00
							PCARD NOVEMBER REALLOCATION	3,054.83	
							PCARD OCTOBER REALLOCATION	2,519.94	
							PCARD ADVANCE	121,525.00	
							PX0DB0 PCARD ADVANCE	5,000.00	
							PCARD NOVEMBER REALLOCATION	(3,974.27)	
							PCARD OCTOBER REALLOCATION	(7,363.14)	
							PX0DB0 PCARD ADVANCE	20,000.00	
					0041	CONTRACTUAL SERVICES - OTHER	PCARD ADVANCE	18,853.00	
					0070	EQUIPMENT & EQUIPMENT RENTAL	PCARD NOVEMBER REALLOCATION	919.44	
							PCARD OCTOBER REALLOCATION	4,843.20	
							PX0DB0 PCARD ADVANCE	25,000.00	
							PX0 Total	209,852.00	
				Office of the Chief Technology Officer	TO0	0031	TELECOMMUNICATIONS	(blank)	79,072.78
							FY19 APPL ITA COLLECTION	1,037.80	
					0040	OTHER SERVICES AND CHARGES	FY19 CDW ITA COLLECTION	2,500.00	
							FY19 IT ASSESSMENT	68,300.69	
							FY19 OCTO HELPS ITA COLLECTION	8,753.28	
							FY19 PASS ITA COLLECTION	50,000.00	
							FY19 WEB MAINT ITA COLLECTION	10,851.33	
							TO0 Total	220,515.88	
440 Total								1,231,061.13	
441	INTRA-DISTRCT ADVANCES - SELLER'S SIDE	DB0	DB0	Department of Housing & Community Development	1070	OTHER CHARGES AND SERVICES	MOU FOR MAPLE VIEW FLATS CONST	1,718,336.08	
							MOU MAPLE VIEW FLATS-CAPITAL V	1,200,000.00	
							UZ0 TO DB0 FOR FY19 EXPENSES	100,000,000.00	
							DB0 Total	102,918,336.08	
441 Total								102,918,336.08	

Agy Fund	Program	Comp Obj	Agy Obj		FY18 Revised Budget	FY18 Beginning Fund Balance	FY18 Collections	FY18 Espenditures	FY18 Ending Fund Balance	FY19 Collections (thru January)
Revenues - DB0										
0602- HPAP Repay					1,800,000			(1,620,259)		
	RESIDENTIAL SERVICES HPAP	5600	5600	INTEREST INCOME			36			8
		6111	2002	APPR HPAP REPAY			1,795,869			513,842
	RESIDENTIAL SERVICES EPAP	6118	6118	PRIOR YEAR COST RECOVERY			85,500			
Total, HPAP Repay					1,800,000	588,049	1,881,405	(1,620,259)	849,194	513,850
0610 - DHCD Unified Fund										
	COMMUNICATIONS	6111	3228	REGISTRATION FEE	4,580,636		26,350	(4,579,697)		
	DFD PROJECT FINANCING	6111	1573	APPR REHAB LOAN REPAY			812			406
			2003	APPR LAHDO			141,561			53,729
			3250	UNIFIED MISCELLANEOUS FEES			131,812			
	PORTFOLIO MANAGEMENT	6111	3230	L I H T C - MONITORING FEE			731,785			156,870
			3231	L I H T C - ALLOCATION FEE			783,934			
			3235	LOW INCOME HOUSING TAX CREDIT UTILITY			3,000			2,400
	PROPERTY ACQUISITION & DISPOSTION	6111	3229	PADD			461,472			504,007
			3237	PADD AUCTION PROCEEDS			1,939,670			1,104,156
		5600	5600	INTEREST INCOME			2			0
	PROPERTY MANAGEMENT	6111	6118	PRIOR YEAR COST RECOVERY			738			
			3227	CERTIFICATION FEE			7,200			
			3228	REGISTRATION FEE			330,900			69,300
			3444	APPL. FOR VACANT HOUSING ACCOMMODATION			2,500			500
			3445	APPL. FOR NON-HOUSING ACCOMMODATION			18,900			7,500
			3446	APPL. FOR LTD EQUITY SHARE COOPERATIVE			-			200
Total, Unified Fund					2,546,000	-	4,580,635	(4,579,697)	939	1,899,068

Department of Housing and Community Development
 FY 2018-2019 Special Purpose Expenditure Detail

Response 7b

Agy Fund	Org Code 2	Program Code 3	Program Code 3 Title	Comp Object	Description	FY18 Expenditures	FY19 Expenditures, thru January
0602	0300	3030	RESIDENTIAL SERVICES - HPAP	0506	Grants	300,000.00	7,275.16
				0524	Loans	1,320,259.38	112,000.00
			RESIDENTIAL SERVICES - HPAP Total			1,620,259.38	119,275.16
0602 (HPAP Repay) Total						1,620,259.38	119,275.16
0610	0100	1015	TRAINING AND EMPLOYEE DEVELOPMENT	0402	Out of Town Travel	2,419.03	
			TRAINING AND EMPLOYEE DEVELOPMENT Total			2,419.03	-
		1030	PROPERTY MANAGEMENT	0201	Supplies	39,685.95	6,097.30
				0408	Professional Services	9,983.19	17,020.16
				0409	Contractual Services	500.00	326.24
				0416	Postage		815.56
				0706	Equipment Rental		2,427.01
			PROPERTY MANAGEMENT Total			50,169.14	26,686.27
		1040	INFORMATION TECHNOLOGY	0408	Professional Services	22,743.00	
				0417	Contractual Services		78,895.25
				0494	IT Assessment		637.62
			INFORMATION TECHNOLOGY Total			22,743.00	79,532.87
		1050	FINANCIAL MANAGEMENT	0409	Contractual Services	12,388.10	
			FINANCIAL MANAGEMENT Total			12,388.10	-
		1080	COMMUNICATIONS	0410	Office Support	4,125.00	
				0414	Advertising	17,800.00	
			COMMUNICATIONS Total			21,925.00	-
		130F	FISCAL OFFICER	0401	Local Travel	3,066.71	
			FISCAL OFFICER Total			3,066.71	-
	0100 Total					112,710.98	106,219.14
0300	2010		AFFORDABLE HOUSING PROJECT FINANCING	0524	Loans	443,003.74	44,931.72
			AFFORDABLE HOUSING PROJECT FINANCING Total			443,003.74	44,931.72
	2015		COMMUNITY FACILITIES PROJECT FINANCING	0506	Grants	45,000.00	
				0524	Loans	489,246.20	
			COMMUNITY FACILITIES PROJECT FINANCING Total			534,246.20	-
	2020		TENANT OPPORTUNITY TO PURCHASE ASSIST	0524	Loans	546,609.51	
			TENANT OPPORTUNITY TO PURCHASE ASSIST Total			546,609.51	-
	3030		RESIDENTIAL SERVICES - HPAP	0524	Loans	739,670.00	
			RESIDENTIAL SERVICES - HPAP Total			739,670.00	-
	3040		RESIDENTIAL SERVICES - EAHP	0524	Loans	1,200,000.00	
			RESIDENTIAL SERVICES - EAHP Total			1,200,000.00	-
	4130		PROPERTY DISPOSITION	0409	Contractual Services	736,985.62	46,641.41
			PROPERTY DISPOSITION Total			736,985.62	46,641.41
	4150		VACANT AND BLIGHTED PROGRAM	0409	Contractual Services	266,470.77	31,839.63
			VACANT AND BLIGHTED PROGRAM Total			266,470.77	31,839.63
	0300 Total					4,466,985.84	123,412.76
1000	1070		FLEET MANAGEMENT	0404	Fleet	-	4,450.36
			FLEET MANAGEMENT Total			-	4,450.36
	1000 Total					-	4,450.36
0610 (Unified Fund) Total						4,579,696.82	234,082.26

Transaction ID	Transaction Date	Post Date	Transaction Amount	Account Number	Cardholder Last Name	Cardholder First Name	Parent Merchant Name	Merchant Name	Original Merchant Name	MCC Description	Merchant Type
2580107175001	04/10/2018	04/13/2018	192.00	*****2848	ABRAHAM	ODETTE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2582757156001	04/16/2018	04/18/2018	15.98	*****2848	ABRAHAM	ODETTE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2601121152001	05/14/2018	05/17/2018	282.80	*****2848	ABRAHAM	ODETTE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2602002120001	05/17/2018	05/18/2018	38.00	*****2848	ABRAHAM	ODETTE	PRESTO DIRECT LLC	PRESTO DIRECT LLC	PRESTO DIRECT LLC	STATIONERY-OFFICE SUPPLIES-PRINTING + WR	Office Equipment and Supplies
2627539135001	06/27/2018	07/02/2018	258.95	*****2848	ABRAHAM	ODETTE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2639103004001	07/23/2018	07/24/2018	255.00	*****2848	ABRAHAM	ODETTE	INT*IN *DAILY WASHINGT	INT*IN *DAILY WASHINGT	INT*IN *DAILY WASHINGT	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2650696227001	08/08/2018	08/13/2018	819.03	*****2848	ABRAHAM	ODETTE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2650696228001	08/09/2018	08/13/2018	34.97	*****2848	ABRAHAM	ODETTE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2699026030001	10/24/2018	10/29/2018	169.55	*****2848	ABRAHAM	ODETTE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2712618950001	11/14/2018	11/19/2018	421.64	*****2848	ABRAHAM	ODETTE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2585672167001	04/20/2018	04/23/2018	2,280.00	*****4953	COFIELD	GWENDOLYN	WASHINGTON BLADE	WASHINGTON BLADE	WASHINGTON BLADE	ADVERTISING SERVICES	Media and Advertising Services
2592419130001	05/02/2018	05/03/2018	1,450.00	*****4953	COFIELD	GWENDOLYN	INT*IN *THE BEACON NEW	INT*IN *THE BEACON NEW	INT*IN *THE BEACON NEW	ADVERTISING SERVICES	Media and Advertising Services
2598780842001	05/12/2018	05/14/2018	100.46	*****4953	COFIELD	GWENDOLYN	THE BUSINESS JOURNALS	THE BUSINESS JOURNALS	THE BUSINESS JOURNALS	PROFESSIONAL SERVICES-NOT ELSEWHERE CL	Professional Services
2603094161001	05/18/2018	05/21/2018	2,343.74	*****4953	COFIELD	GWENDOLYN	TRT BANNERS	TRT BANNERS	TRT BANNERS	PROFESSIONAL SERVICES-NOT ELSEWHERE CL	Professional Services
2605429726001	05/23/2018	05/24/2018	2,386.00	*****4953	COFIELD	GWENDOLYN	TIEMPOLATINO/PLANETA	TIEMPOLATINO/PLANETA	TIEMPOLATINO/PLANETA	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals
2606278128001	05/23/2018	05/25/2018	1,100.00	*****4953	COFIELD	GWENDOLYN	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2607286894001	05/25/2018	05/28/2018	(5.46)	*****4953	COFIELD	GWENDOLYN	THE BUSINESS JOURNALS	THE BUSINESS JOURNALS	THE BUSINESS JOURNALS	PROFESSIONAL SERVICES-NOT ELSEWHERE CL	Professional Services
2608836834001	05/30/2018	05/31/2018	1,325.45	*****4953	COFIELD	GWENDOLYN	INT*IN *AD BOX PROMO A	INT*IN *AD BOX PROMO A	INT*IN *AD BOX PROMO A	ADVERTISING SERVICES	Media and Advertising Services
2609633906001	05/31/2018	06/01/2018	138.80	*****4953	COFIELD	GWENDOLYN	METROPOLITAN OFFICE PR	METROPOLITAN OFFICE PR	METROPOLITAN OFFICE PR	COMPUTERS COMPUTER PERIPHERAL EQUIPME	Computer, Hardware, Software and Peripherals
2613095393001	06/06/2018	06/07/2018	2,630.16	*****4953	COFIELD	GWENDOLYN	BEST BUY MHT 00004937	BEST BUY MHT 00004937	BEST BUY MHT 00004937	ELECTRONIC SALES	Retail
2613095394001	06/06/2018	06/07/2018	2,502.25	*****4953	COFIELD	GWENDOLYN	BEST BUY MHT 00004937	BEST BUY MHT 00004937	BEST BUY MHT 00004937	ELECTRONIC SALES	Retail
2613095395001	06/06/2018	06/07/2018	(2,630.16)	*****4953	COFIELD	GWENDOLYN	BEST BUY MHT 00004937	BEST BUY MHT 00004937	BEST BUY MHT 00004937	ELECTRONIC SALES	Retail
2613963443001	06/08/2018	06/08/2018	2,184.00	*****4953	COFIELD	GWENDOLYN	NATIONAL CINEMEDIA LLC	NATIONAL CINEMEDIA LLC	NATIONAL CINEMEDIA LLC	ADVERTISING SERVICES	Media and Advertising Services
2615056228001	06/09/2018	06/11/2018	371.00	*****4953	COFIELD	GWENDOLYN	SQ *SQ *BOOZHEE COUTUR	SQ *SQ *BOOZHEE COUTUR	SQ *SQ *BOOZHEE COUTUR	ACCESSORY AND APPAREL STORES-MISCELLAN	Retail
2615056229001	06/09/2018	06/11/2018	700.00	*****4953	COFIELD	GWENDOLYN	SQ *SQ *GEORGE DEREK M	SQ *SQ *GEORGE DEREK M	SQ *SQ *GEORGE DEREK M	OTHER SERVICES (NOT ELSEWHERE CLASSIFIED)	Other
2615056230001	06/09/2018	06/11/2018	200.00	*****4953	COFIELD	GWENDOLYN	SQU*SQ *YOUR GO2 GIRLS	SQU*SQ *YOUR GO2 GIRLS	SQU*SQ *YOUR GO2 GIRLS	PROFESSIONAL SERVICES-NOT ELSEWHERE CL	Professional Services
2617367497001	06/13/2018	06/14/2018	600.00	*****4953	COFIELD	GWENDOLYN	WAV*ACLOWN4U INC	WAV*ACLOWN4U INC	WAV*ACLOWN4U INC	COMMERCIAL ART GRAPHICS PHOTOGRAPHY	Professional Services
2618229650001	06/13/2018	06/15/2018	280.24	*****4953	COFIELD	GWENDOLYN	BEARCOM RENTALS	BEARCOM RENTALS	BEARCOM RENTALS	ELECTRICAL PARTS AND EQUIPMENT	Maintenance Repair Operation
2622399414001	06/20/2018	06/22/2018	214.07	*****4953	COFIELD	GWENDOLYN	FASTSIGNS OF DC	FASTSIGNS OF DC	FASTSIGNS OF DC	COMMERCIAL ART GRAPHICS PHOTOGRAPHY	Professional Services
2623448038001	06/22/2018	06/25/2018	384.00	*****4953	COFIELD	GWENDOLYN	SMK	SMK	SMK*SURVEYMONKEY.COM	DIRECT MARKETING-CONTINUITY-SUBSCRIPTION	Professional Services
2626518330001	06/29/2018	06/29/2018	306.00	*****4953	COFIELD	GWENDOLYN	NATIONAL CINEMEDIA LLC	NATIONAL CINEMEDIA LLC	NATIONAL CINEMEDIA LLC	ADVERTISING SERVICES	Media and Advertising Services
2638464555001	07/19/2018	07/23/2018	295.79	*****4953	COFIELD	GWENDOLYN	THE HOME DEPOT #2555	THE HOME DEPOT #2555	THE HOME DEPOT #2555	HOME SUPPLY WAREHOUSE STORES	Retail
2640709096001	07/24/2018	07/26/2018	478.00	*****4953	COFIELD	GWENDOLYN	THE HOME DEPOT #2555	THE HOME DEPOT #2555	THE HOME DEPOT #2555	HOME SUPPLY WAREHOUSE STORES	Retail
2648006858001	08/07/2018	08/08/2018	242.48	*****4953	COFIELD	GWENDOLYN	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	DIRECT MARKETING-CONTINUITY-SUBSCRIPTION	Professional Services
2671293378001	09/14/2018	09/17/2018	481.86	*****4953	COFIELD	GWENDOLYN	PROMOPRODSONLINE	PROMOPRODSONLINE	PROMOPRODSONLINE	CONSULTING MANAGEMENT AND PUBLIC REL	Professional Services
2672852774001	09/18/2018	09/19/2018	952.87	*****4953	COFIELD	GWENDOLYN	METROPOLITAN OFFICE PR	METROPOLITAN OFFICE PR	METROPOLITAN OFFICE PR	COMPUTERS COMPUTER PERIPHERAL EQUIPME	Computer, Hardware, Software and Peripherals
2680534364001	09/28/2018	10/01/2018	1,150.00	*****4953	COFIELD	GWENDOLYN	EVENTS DC	EVENTS DC	EVENTS DC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services
2704081671001	11/05/2018	11/06/2018	1,030.14	*****4953	COFIELD	GWENDOLYN	THE WASHINGTON TIMES	THE WASHINGTON TIMES	THE WASHINGTON TIMES	ADVERTISING SERVICES	Media and Advertising Services
2715765152001	11/26/2018	11/27/2018	146.52	*****4953	COFIELD	GWENDOLYN	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	DIRECT MARKETING-CONTINUITY-SUBSCRIPTION	Professional Services
2719604181001	11/30/2018	12/03/2018	1,500.00	*****4953	COFIELD	GWENDOLYN	ENTERCOM COMMUNICATION	ENTERCOM COMMUNICATION	ENTERCOM COMMUNICATION	DIRECT MARKETING-OTHER DIRECT MARKETED	Professional Services
2725847806001	12/11/2018	12/12/2018	553.72	*****4953	COFIELD	GWENDOLYN	4IMPRINT	4IMPRINT	4IMPRINT	DIRECT MARKETING-OTHER DIRECT MARKETED	Professional Services
2733652682001	01/03/2019	01/04/2019	1.05	*****4953	COFIELD	GWENDOLYN	APL*ITUNES.COM/BILL	APL*ITUNES.COM/BILL	APL*ITUNES.COM/BILL	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals
2746009004001	01/21/2019	01/22/2019	73.46	*****4953	COFIELD	GWENDOLYN	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	DIRECT MARKETING-CONTINUITY-SUBSCRIPTION	Professional Services
2748553044001	01/24/2019	01/25/2019	2,460.00	*****4953	COFIELD	GWENDOLYN	TOUCAN	TOUCAN	TOUCAN	MISCELLANEOUS GENERAL MERCHANDISE	Retail
2749751483001	01/25/2019	01/28/2019	186.99	*****4953	COFIELD	GWENDOLYN	METROPOLITAN OFFICE PR	METROPOLITAN OFFICE PR	METROPOLITAN OFFICE PR	COMPUTERS COMPUTER PERIPHERAL EQUIPME	Computer, Hardware, Software and Peripherals
2754253957001	02/03/2019	02/04/2019	1.05	*****4953	COFIELD	GWENDOLYN	APL*ITUNES.COM/BILL	APL*ITUNES.COM/BILL	APL*ITUNES.COM/BILL	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals
2759630554001	02/11/2019	02/12/2019	594.50	*****4953	COFIELD	GWENDOLYN	4IMPRINT	4IMPRINT	4IMPRINT	DIRECT MARKETING-OTHER DIRECT MARKETED	Professional Services
2763348944001	02/15/2019	02/18/2019	1,521.10	*****4953	COFIELD	GWENDOLYN	PR *NEWSWIRE ASSOCIATI	PR *NEWSWIRE ASSOCIATI	PR *NEWSWIRE ASSOCIATI	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services
2583630283001	04/18/2018	04/19/2018	2,599.00	*****7148	DAVIS	LASHAUN	WWW.WHOVA.COM	WWW.WHOVA.COM	WWW.WHOVA.COM	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals
2595896461001	05/08/2018	05/09/2018	4,545.27	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRDTD S	Professional Services
2599435814001	05/14/2018	05/15/2018	68.00	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRDTD S	Professional Services
2599435815001	05/14/2018	05/15/2018	238.80	*****7148	DAVIS	LASHAUN	CANVA FOR WORK YEARLY	CANVA FOR WORK YEARLY	CANVA FOR WORK YEARLY	PHOTOGRAPHIC STUDIOS	Other
2609633785001	05/31/2018	06/01/2018	199.00	*****7148	DAVIS	LASHAUN	DROPBOX*7B8YPR88DS4B	DROPBOX*7B8YPR88DS4B	DROPBOX*7B8YPR88DS4B	COMPUTER NETWORK-INFORMATION SERVICES	Computer, Hardware, Software and Peripherals
2610730139001	06/01/2018	06/04/2018	3,208.15	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRDTD S	Professional Services
2613963312001	06/07/2018	06/08/2018	2,500.00	*****7148	DAVIS	LASHAUN	SQU*SQ *DIGITAL CONVEN	SQU*SQ *DIGITAL CONVEN	SQU*SQ *DIGITAL CONVEN	COMMERCIAL ART GRAPHICS PHOTOGRAPHY	Professional Services
2622399270001	06/21/2018	06/22/2018	1,000.00	*****7148	DAVIS	LASHAUN	INT*IN *COMMUNITY DEVE	INT*IN *COMMUNITY DEVE	INT*IN *COMMUNITY DEVE	COMPUTERS COMPUTER PERIPHERAL EQUIPME	Computer, Hardware, Software and Peripherals
2623447849001	06/21/2018	06/25/2018	3,239.09	*****7148	DAVIS	LASHAUN	BOMGAR CORPORATION	BOMGAR CORPORATION	BOMGAR CORPORATION	PROFESSIONAL SERVICES-NOT ELSEWHERE CL	Professional Services
2624858602001	06/26/2018	06/27/2018	149.49	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRDTD S	Professional Services
2628673801001	07/03/2018	07/04/2018	376.31	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRDTD S	Professional Services
2628673802001	07/03/2018	07/04/2018	114.00	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRDTD S	Professional Services
2634961001001	07/16/2018	07/17/2018	2,758.78	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRDTD S	Professional Services
2635742366001	07/17/2018	07/18/2018	59.00	*****7148	DAVIS	LASHAUN	OFFICE TIMELINE	OFFICE TIMELINE	OFFICE TIMELINE	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals

2638464371001	07/20/2018	07/23/2018	393.28	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2640708962001	07/25/2018	07/26/2018	398.00	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2642564654001	07/27/2018	07/30/2018	169.80	*****7148	DAVIS	LASHAUN	DC MATERIALS	DC MATERIALS	DC MATERIALS	UTLTS-ELCTRC GAS HEATING OIL SANITARY	Utilities
2642564655001	07/27/2018	07/30/2018	169.80	*****7148	DAVIS	LASHAUN	DC MATERIALS	DC MATERIALS	DC MATERIALS	UTLTS-ELCTRC GAS HEATING OIL SANITARY	Utilities
2642564656001	07/27/2018	07/30/2018	106.13	*****7148	DAVIS	LASHAUN	DC MATERIALS	DC MATERIALS	DC MATERIALS	UTLTS-ELCTRC GAS HEATING OIL SANITARY	Utilities
2648006722001	08/07/2018	08/08/2018	897.60	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2648006723001	08/07/2018	08/08/2018	210.98	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2652114681001	08/14/2018	08/15/2018	53.69	*****7148	DAVIS	LASHAUN	FS *TECHSMITH	FS *TECHSMITH	FS *TECHSMITH	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals
2653796326001	08/16/2018	08/17/2018	187.47	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2658001760001	08/23/2018	08/24/2018	380.65	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2658001761001	08/23/2018	08/24/2018	214.00	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2658001762001	08/24/2018	08/24/2018	3,149.75	*****7148	DAVIS	LASHAUN	DMI* DELL HLTHCR/REL	DMI* DELL HLTHCR/REL	DMI* DELL HLTHCR/REL	COMPUTERS COMPUTER PERIPHERAL EQUIPME	Computer, Hardware, Software and Peripherals
2666732600001	09/07/2018	09/10/2018	62.44	*****7148	DAVIS	LASHAUN	FS *TECHSMITH	FS *TECHSMITH	FS *TECHSMITH	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals
2667432794001	09/10/2018	09/11/2018	2,200.00	*****7148	DAVIS	LASHAUN	STK*SHUTTERSTOCK	STK*SHUTTERSTOCK	STK*SHUTTERSTOCK	COMMERCIAL ART GRAPHICS PHOTOGRAPHY	Professional Services
2669194750001	09/12/2018	09/13/2018	485.40	*****7148	DAVIS	LASHAUN	IBM CORPORATION	IBM CORPORATION	IBM CORPORATION	COMPUTERS COMPUTER PERIPHERAL EQUIPME	Computer, Hardware, Software and Peripherals
2671293070001	09/14/2018	09/17/2018	1,026.70	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2671293071001	09/14/2018	09/17/2018	192.48	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2672852561001	09/18/2018	09/19/2018	2,000.00	*****7148	DAVIS	LASHAUN	TABLEAU SOFTWARE, INC.	TABLEAU SOFTWARE, INC.	TABLEAU SOFTWARE, INC.	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals
2674678744001	09/20/2018	09/21/2018	199.00	*****7148	DAVIS	LASHAUN	DROPTBOX*73T1S1WYJF2L	DROPTBOX*73T1S1WYJF2L	DROPTBOX*73T1S1WYJF2L	COMPUTER NETWORK-INFORMATION SERVICES	Computer, Hardware, Software and Peripherals
2674678745001	09/20/2018	09/21/2018	1,173.74	*****7148	DAVIS	LASHAUN	DMI* DELL HLTHCR/REL	DMI* DELL HLTHCR/REL	DMI* DELL HLTHCR/REL	COMPUTERS COMPUTER PERIPHERAL EQUIPME	Computer, Hardware, Software and Peripherals
2674678746001	09/20/2018	09/21/2018	1,099.99	*****7148	DAVIS	LASHAUN	DMI* DELL HLTHCR/REL	DMI* DELL HLTHCR/REL	DMI* DELL HLTHCR/REL	COMPUTERS COMPUTER PERIPHERAL EQUIPME	Computer, Hardware, Software and Peripherals
2677469354001	09/25/2018	09/26/2018	182.00	*****7148	DAVIS	LASHAUN	CPH INSURANCE	CPH INSURANCE	CPH INSURANCE	INSURANCE SALES UNDERWRITING AND PREMI	Professional Services
2688478745001	10/10/2018	10/12/2018	700.00	*****7148	DAVIS	LASHAUN	ALTIMA TECHNOLOGIES (E	ALTIMA TECHNOLOGIES (E	ALTIMA TECHNOLOGIES (E	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals
2691264358001	10/16/2018	10/17/2018	4,843.20	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2693133948001	10/18/2018	10/19/2018	1,000.00	*****7148	DAVIS	LASHAUN	INT*IN *THINK LOCAL FI	INT*IN *THINK LOCAL FI	INT*IN *THINK LOCAL FI	ORGANIZATIONS CHARITABLE AND SOCIAL SE	Professional Services
2695071665001	10/22/2018	10/23/2018	2,327.94	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2695071666001	10/22/2018	10/23/2018	1,448.40	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2718386681001	11/29/2018	11/30/2018	1,152.28	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2718386682001	11/29/2018	11/30/2018	82.22	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2720355619001	12/03/2018	12/04/2018	863.98	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2728797973001	12/14/2018	12/17/2018	338.02	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2735033577001	01/01/2019	01/03/2019	1,270.00	*****7148	DAVIS	LASHAUN	KROLL ONTRACK	KROLL ONTRACK	KROLL ONTRACK	INFORMATION RETRIEVAL SERVICES	Professional Services
2750499381001	01/28/2019	01/29/2019	786.75	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2750499382001	01/28/2019	01/29/2019	120.00	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2751327485001	01/29/2019	01/30/2019	4,678.30	*****7148	DAVIS	LASHAUN	INT*IN *THE SUPPLY COM	INT*IN *THE SUPPLY COM	INT*IN *THE SUPPLY COM	STATIONERY-OFFICE SUPPLIES-PRINTING + WR	Office Equipment and Supplies
2757672067001	02/07/2019	02/08/2019	53.51	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2759630490001	02/11/2019	02/12/2019	451.00	*****7148	DAVIS	LASHAUN	SOLARWINDS	SOLARWINDS	SOLARWINDS	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals
2759630491001	02/11/2019	02/12/2019	4,464.00	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2759630492001	02/11/2019	02/12/2019	112.00	*****7148	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRD S	Professional Services
2759630493001	02/11/2019	02/12/2019	99.00	*****7148	DAVIS	LASHAUN	DROPTBOX*PJ7179W8KGT9	DROPTBOX*PJ7179W8KGT9	DROPTBOX*PJ7179W8KGT9	COMPUTER NETWORK-INFORMATION SERVICES	Computer, Hardware, Software and Peripherals
2760449640001	02/12/2019	02/13/2019	32.24	*****7148	DAVIS	LASHAUN	FS *TECHSMITH	FS *TECHSMITH	FS *TECHSMITH	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals
2760449641001	02/12/2019	02/13/2019	62.44	*****7148	DAVIS	LASHAUN	FS *TECHSMITH	FS *TECHSMITH	FS *TECHSMITH	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals
2761351447001	02/13/2019	02/14/2019	349.00	*****7148	DAVIS	LASHAUN	PAYPAL	PAYPAL	PAYPAL *BRINGYOUROW	SCHOOLS BUSINESS AND SECRETARIAL	Education
2576831161001	04/06/2018	04/09/2018	20.00	*****2740	LAW	LAVERNE	EASYKEYSCOM INC	EASYKEYSCOM INC	EASYKEYSCOM INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2576831162001	04/05/2018	04/09/2018	285.00	*****2740	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2576831163001	04/05/2018	04/09/2018	95.00	*****2740	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2576831164001	04/05/2018	04/09/2018	50.00	*****2740	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2576831165001	04/05/2018	04/09/2018	123.00	*****2740	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2578325118001	04/10/2018	04/11/2018	20.00	*****2740	LAW	LAVERNE	EASYKEYSCOM INC	EASYKEYSCOM INC	EASYKEYSCOM INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2581266578001	04/14/2018	04/16/2018	344.59	*****2740	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION R	Utilities
2588958049001	04/25/2018	04/27/2018	290.00	*****2740	LAW	LAVERNE	LASER ART INC	LASER ART INC	LASER ART INC	OFFICE SCHOOL SUPPLY AND STATIONERY ST	Office Equipment and Supplies
2588958050001	04/27/2018	04/27/2018	553.56	*****2740	LAW	LAVERNE	PITNEY BOWES PI	PITNEY BOWES PI	PITNEY BOWES PI	STATIONERY-OFFICE SUPPLIES-PRINTING + WR	Office Equipment and Supplies
2590079854001	04/28/2018	04/30/2018	344.59	*****2740	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION R	Utilities
2592418888001	05/02/2018	05/03/2018	115.00	*****2740	LAW	LAVERNE	ASSURED TELEMATICS	ASSURED TELEMATICS	ASSURED TELEMATICS	AUTOMOTIVE SERVICE SHOPS	Vehicle Maintenance and Fuel Services
2594402840001	05/04/2018	05/07/2018	95.00	*****2740	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2596765999001	05/09/2018	05/10/2018	570.90	*****2740	LAW	LAVERNE	ASSURED TELEMATICS	ASSURED TELEMATICS	ASSURED TELEMATICS	AUTOMOTIVE SERVICE SHOPS	Vehicle Maintenance and Fuel Services
2600243630001	05/14/2018	05/16/2018	48.75	*****2740	LAW	LAVERNE	AMERICAN MARKING SYSTE	AMERICAN MARKING SYSTE	AMERICAN MARKING SYSTE	STATIONERY-OFFICE SUPPLIES-PRINTING + WR	Office Equipment and Supplies
2600243631001	05/15/2018	05/16/2018	343.00	*****2740	LAW	LAVERNE	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2601121136001	05/16/2018	05/17/2018	2,430.00	*****2740	LAW	LAVERNE	IRON MOUNTAIN	IRON MOUNTAIN	IRON MOUNTAIN	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2603093860001	05/18/2018	05/21/2018	185.73	*****2740	LAW	LAVERNE	NIKE.COM	NIKE.COM	NIKE.COM	DIRECT MARKETING-OTHER DIRECT MARKETE	Professional Services
2603093861001	05/19/2018	05/21/2018	344.59	*****2740	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION R	Utilities
2603093862001	05/19/2018	05/21/2018	186.15	*****2740	LAW	LAVERNE	NIKE.COM	NIKE.COM	NIKE.COM	DIRECT MARKETING-OTHER DIRECT MARKETE	Professional Services
260627913001	05/24/2018	05/25/2018	318.00	*****2740	LAW	LAVERNE	NIKE.COM	NIKE.COM	NIKE.COM	DIRECT MARKETING-OTHER DIRECT MARKETE	Professional Services
2607286654001	05/26/2018	05/28/2018	179.95	*****2740	LAW	LAVERNE	RRS*ROAD RUNNER SPORTS	RRS*ROAD RUNNER SPORTS	RRS*ROAD RUNNER SPORTS	SPORTING GOODS STORES	Retail
2607286655001	05/26/2018	05/28/2018	340.23	*****2740	LAW	LAVERNE	READYREFRESH BY NESTLE	READYREFRESH BY NESTLE	READYREFRESH BY NESTLE	MISCELLANEOUS AND SPECIALTY RETAIL STOR	Retail
2608104911001	05/30/2018	05/30/2018	344.59	*****2740	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION R	Utilities

2608836652001	05/30/2018	05/31/2018	313.89	*****2740	LAW	LAVERNE	NIKE.COM	NIKE.COM	NIKE.COM	DIRECT MARKETING-OTHER DIRECT MARKET	Professional Services
2608836653001	05/30/2018	05/31/2018	285.45	*****2740	LAW	LAVERNE	ASSURED TELEMATICS	ASSURED TELEMATICS	ASSURED TELEMATICS	AUTOMOTIVE SERVICE SHOPS	Vehicle Maintenance and Fuel Services
2609633705001	05/31/2018	06/01/2018	1,956.00	*****8437	LAW	LAVERNE	AUDIO VISUAL INNOVATIO	AUDIO VISUAL INNOVATIO	AUDIO VISUAL INNOVATIO	HARDWARE EQUIPMENT AND SUPPLIES	Maintenance Repair Operation
2615731138001	05/18/2018	06/12/2018	(185.73)	*****8437	LAW	LAVERNE	FRAUD CREDIT BP	FRAUD CREDIT BP	FRAUD CREDIT BP	DIRECT MARKETING-OTHER DIRECT MARKET	Professional Services
2615731139001	05/19/2018	06/12/2018	(186.15)	*****8437	LAW	LAVERNE	FRAUD CREDIT BP	FRAUD CREDIT BP	FRAUD CREDIT BP	DIRECT MARKETING-OTHER DIRECT MARKET	Professional Services
2615731140001	05/30/2018	06/12/2018	(313.89)	*****8437	LAW	LAVERNE	FRAUD CREDIT BP	FRAUD CREDIT BP	FRAUD CREDIT BP	DIRECT MARKETING-OTHER DIRECT MARKET	Professional Services
2615731141001	05/24/2018	06/12/2018	(318.00)	*****8437	LAW	LAVERNE	FRAUD CREDIT BP	FRAUD CREDIT BP	FRAUD CREDIT BP	DIRECT MARKETING-OTHER DIRECT MARKET	Professional Services
2615731142001	05/26/2018	06/12/2018	(179.95)	*****8437	LAW	LAVERNE	FRAUD CREDIT MAS	FRAUD CREDIT MAS	FRAUD CREDIT MAS	SPORTING GOODS STORES	Retail
2616522593001	06/13/2018	06/13/2018	344.59	*****8437	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION R	Utilities
2616522594001	06/13/2018	06/13/2018	105.00	*****8437	LAW	LAVERNE	PITNEY BOWES PI	PITNEY BOWES PI	PITNEY BOWES PI	STATIONERY-OFFICE SUPPLIES-PRINTING + WR	Office Equipment and Supplies
2618229668001	06/14/2018	06/15/2018	(313.89)	*****8437	LAW	LAVERNE	NIKE.COM	NIKE.COM	NIKE.COM	SHOE STORES	Retail
2619276845001	06/16/2018	06/18/2018	9.99	*****8437	LAW	LAVERNE	READYREFRESH BY NESTLE	READYREFRESH BY NESTLE	READYREFRESH BY NESTLE	MISCELLANEOUS AND SPECIALTY RETAIL STO	Retail
2619276846001	06/16/2018	06/18/2018	796.30	*****8437	LAW	LAVERNE	XEROX SUPPLY TEXAS	XEROX SUPPLY TEXAS	XEROX SUPPLY TEXAS	OFFICE PHOTOGRAPHIC PHOTOCOPY + MICROF	Print and Duplicating Services
2620698380001	06/19/2018	06/20/2018	343.00	*****8437	LAW	LAVERNE	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2621546380001	06/20/2018	06/21/2018	1,362.50	*****8437	LAW	LAVERNE	INT*IN *TECKNOMIC LLC	INT*IN *TECKNOMIC LLC	INT*IN *TECKNOMIC LLC	COMP PROGRAMING DATA PRCSNG INTGRD SY	Professional Services
2623448098001	06/14/2018	06/25/2018	313.89	*****8437	LAW	LAVERNE	FRAUD MER CRT BP	FRAUD MER CRT BP	FRAUD MER CRT BP	SHOE STORES	Retail
2626518354001	06/27/2018	06/29/2018	794.00	*****8437	LAW	LAVERNE	LASER ART INC	LASER ART INC	LASER ART INC	OFFICE SCHOOL SUPPLY AND STATIONERY ST	Office Equipment and Supplies
2626518355001	06/27/2018	06/29/2018	725.00	*****8437	LAW	LAVERNE	LASER ART INC	LASER ART INC	LASER ART INC	OFFICE SCHOOL SUPPLY AND STATIONERY ST	Office Equipment and Supplies
2630181763001	07/07/2018	07/09/2018	344.59	*****8437	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION R	Utilities
2630181764001	07/06/2018	07/09/2018	450.50	*****8437	LAW	LAVERNE	FREESTATE ELECTRICAL C	FREESTATE ELECTRICAL C	FREESTATE ELECTRICAL C	HEATING PLUMBING AIR CONDITIONING CON	Maintenance Repair Operation
2630181765001	07/06/2018	07/09/2018	722.76	*****8437	LAW	LAVERNE	JIMMIE MUSCATELLO'S GQ	JIMMIE MUSCATELLO'S GQ	JIMMIE MUSCATELLO'S GQ	MENS-WOMENS-CHILDRENS UNIFORMS-COMM	Maintenance Repair Operation
2631573900001	07/11/2018	07/11/2018	344.59	*****8437	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION R	Utilities
2632405132001	07/10/2018	07/12/2018	299.00	*****8437	LAW	LAVERNE	LASER ART INC	LASER ART INC	LASER ART INC	OFFICE SCHOOL SUPPLY AND STATIONERY ST	Office Equipment and Supplies
2632405133001	07/11/2018	07/12/2018	285.45	*****8437	LAW	LAVERNE	ASSURED TELEMATICS	ASSURED TELEMATICS	ASSURED TELEMATICS	AUTOMOTIVE SERVICE SHOPS	Vehicle Maintenance and Fuel Services
2632405134001	07/11/2018	07/12/2018	248.00	*****8437	LAW	LAVERNE	HEARTLINE FITNESS PROD	HEARTLINE FITNESS PROD	HEARTLINE FITNESS PROD	SPORTING GOODS STORES	Retail
2634311767001	07/13/2018	07/16/2018	10.00	*****8437	LAW	LAVERNE	EASYKEYSCOM INC	EASYKEYSCOM INC	EASYKEYSCOM INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2634961112001	07/16/2018	07/17/2018	343.00	*****8437	LAW	LAVERNE	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2635742549001	07/18/2018	07/18/2018	9.05	*****8437	LAW	LAVERNE	READYREFRESH BY NESTLE	READYREFRESH BY NESTLE	READYREFRESH BY NESTLE	MISCELLANEOUS AND SPECIALTY RETAIL STO	Retail
2636570921001	07/18/2018	07/19/2018	10.00	*****8437	LAW	LAVERNE	EASYKEYSCOM INC	EASYKEYSCOM INC	EASYKEYSCOM INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2640709126001	07/25/2018	07/26/2018	10.00	*****8437	LAW	LAVERNE	EASYKEYSCOM INC	EASYKEYSCOM INC	EASYKEYSCOM INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2640709127001	07/24/2018	07/26/2018	95.00	*****8437	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2640709128001	07/24/2018	07/26/2018	2,839.00	*****8437	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2640709129001	07/24/2018	07/26/2018	270.00	*****8437	LAW	LAVERNE	LASER ART INC	LASER ART INC	LASER ART INC	OFFICE SCHOOL SUPPLY AND STATIONERY ST	Office Equipment and Supplies
2641543616001	07/25/2018	07/27/2018	285.00	*****8437	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2642564894001	07/26/2018	07/30/2018	95.00	*****8437	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2642564895001	07/28/2018	07/30/2018	344.59	*****8437	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION R	Utilities
2652114826001	08/15/2018	08/15/2018	344.59	*****8437	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION R	Utilities
2652114827001	08/15/2018	08/15/2018	86.05	*****8437	LAW	LAVERNE	READYREFRESH BY NESTLE	READYREFRESH BY NESTLE	READYREFRESH BY NESTLE	MISCELLANEOUS AND SPECIALTY RETAIL STO	Retail
2652114828001	08/14/2018	08/15/2018	343.00	*****8437	LAW	LAVERNE	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2653796534001	08/15/2018	08/17/2018	350.60	*****8437	LAW	LAVERNE	LASER ART INC	LASER ART INC	LASER ART INC	OFFICE SCHOOL SUPPLY AND STATIONERY ST	Office Equipment and Supplies
2654864888001	08/17/2018	08/20/2018	343.00	*****8437	LAW	LAVERNE	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2659065826001	08/23/2018	08/27/2018	237.94	*****8437	LAW	LAVERNE	REAL CLEANERS	REAL CLEANERS	REAL CLEANERS	DRY CLEANERS	Maintenance Repair Operation
2659065827001	08/24/2018	08/27/2018	34.60	*****8437	LAW	LAVERNE	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	MISCELLANEOUS GENERAL MERCHANDISE	Retail
2663176246001	08/31/2018	09/03/2018	285.45	*****8437	LAW	LAVERNE	ASSURED TELEMATICS	ASSURED TELEMATICS	ASSURED TELEMATICS	AUTOMOTIVE SERVICE SHOPS	Vehicle Maintenance and Fuel Services
2664013245001	09/04/2018	09/05/2018	11.85	*****8437	LAW	LAVERNE	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	MISCELLANEOUS GENERAL MERCHANDISE	Retail
2666732953001	09/06/2018	09/10/2018	1,042.73	*****8437	LAW	LAVERNE	LASER ART INC	LASER ART INC	LASER ART INC	OFFICE SCHOOL SUPPLY AND STATIONERY ST	Office Equipment and Supplies
2666732954001	09/07/2018	09/10/2018	50.00	*****8437	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2668278808001	09/12/2018	09/12/2018	344.59	*****8437	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION R	Utilities
2668278809001	09/11/2018	09/12/2018	285.45	*****8437	LAW	LAVERNE	ASSURED TELEMATICS	ASSURED TELEMATICS	ASSURED TELEMATICS	AUTOMOTIVE SERVICE SHOPS	Vehicle Maintenance and Fuel Services
2670122881001	09/14/2018	09/14/2018	344.59	*****8437	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION R	Utilities
2671293409001	09/15/2018	09/17/2018	165.00	*****8437	LAW	LAVERNE	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2672852788001	09/17/2018	09/19/2018	190.00	*****8437	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2674679059001	09/20/2018	09/21/2018	1,257.00	*****8437	LAW	LAVERNE	OTSOFTWARE	OTSOFTWARE	OTSOFTWARE	OFFICE SCHOOL SUPPLY AND STATIONERY ST	Office Equipment and Supplies
2675860540001	09/20/2018	09/24/2018	190.00	*****8437	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2675860541001	09/22/2018	09/24/2018	22.52	*****8437	LAW	LAVERNE	READYREFRESH BY NESTLE	READYREFRESH BY NESTLE	READYREFRESH BY NESTLE	MISCELLANEOUS AND SPECIALTY RETAIL STO	Retail
2683992804001	10/05/2018	10/05/2018	344.59	*****8437	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION R	Utilities
2686660478001	10/05/2018	10/10/2018	779.40	*****8437	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CI	Maintenance Repair Operation
2686660479001	10/08/2018	10/10/2018	200.00	*****8437	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CI	Maintenance Repair Operation
2687565679001	10/05/2018	10/11/2018	866.33	*****8437	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CI	Maintenance Repair Operation
2692191573001	10/18/2018	10/18/2018	344.55	*****8437	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION R	Utilities
2695071747001	10/22/2018	10/23/2018	285.45	*****8437	LAW	LAVERNE	ASSURED TELEMATICS	ASSURED TELEMATICS	ASSURED TELEMATICS	AUTOMOTIVE SERVICE SHOPS	Vehicle Maintenance and Fuel Services
2695931358001	10/24/2018	10/24/2018	105.00	*****8437	LAW	LAVERNE	PITNEY BOWES PI	PITNEY BOWES PI	PITNEY BOWES PI	STATIONERY-OFFICE SUPPLIES-PRINTING + WR	Office Equipment and Supplies
2695931359001	10/23/2018	10/24/2018	343.00	*****8437	LAW	LAVERNE	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2695931360001	10/23/2018	10/24/2018	532.86	*****8437	LAW	LAVERNE	HEARTLINE FITNESS PROD	HEARTLINE FITNESS PROD	HEARTLINE FITNESS PROD	SPORTING GOODS STORES	Retail
2699026238001	10/24/2018	10/29/2018	504.66	*****8437	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CI	Maintenance Repair Operation
2700546682001	10/30/2018	10/31/2018	343.00	*****8437	LAW	LAVERNE	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services

2704927732001	11/02/2018	11/07/2018	633.19	*****8437	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2704927733001	11/05/2018	11/07/2018	150.00	*****8437	LAW	LAVERNE	LASER ART INC	LASER ART INC	LASER ART INC	OFFICE SCHOOL SUPPLY AND STATIONERY ST	Office Equipment and Supplies
2707988386001	11/08/2018	11/12/2018	1,297.60	*****8437	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2712619353001	11/16/2018	11/19/2018	95.00	*****8437	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2713260824001	11/20/2018	11/20/2018	159.99	*****8437	LAW	LAVERNE	REDWINGIRISHSETTER	REDWINGIRISHSETTER	REDWINGIRISHSETTER	SHOE STORES	Retail
2713937414001	11/14/2018	11/21/2018	252.44	*****8437	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2714667037001	11/16/2018	11/23/2018	44.97	*****8437	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2720355717001	12/03/2018	12/04/2018	240.00	*****8437	LAW	LAVERNE	SQ *SQ *THE NEW DISTRI	SQ *SQ *THE NEW DISTRI	SQ *SQ *THE NEW DISTRI	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2721232887001	12/04/2018	12/05/2018	18.25	*****8437	LAW	LAVERNE	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	MISCELLANEOUS GENERAL MERCHANDISE	Retail
2722159762001	12/05/2018	12/06/2018	67.63	*****8437	LAW	LAVERNE	WASHINGTON EXPRES	WASHINGTON EXPRES	WASHINGTON EXPRES	PROFESSIONAL SERVICES-NOT ELSEWHERE CL	Professional Services
2724291032001	12/06/2018	12/10/2018	50.00	*****8437	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2724291033001	12/07/2018	12/10/2018	47.40	*****8437	LAW	LAVERNE	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2725847830001	12/11/2018	12/12/2018	710.00	*****8437	LAW	LAVERNE	AUDIO VISUAL INNOVATIO	AUDIO VISUAL INNOVATIO	AUDIO VISUAL INNOVATIO	HARDWARE EQUIPMENT AND SUPPLIES	Maintenance Repair Operation
2728798208001	12/13/2018	12/17/2018	574.00	*****8437	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2731756572001	12/20/2018	12/21/2018	145.00	*****8437	LAW	LAVERNE	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2731756573001	12/21/2018	12/21/2018	228.56	*****8437	LAW	LAVERNE	READYREFRESH BY NESTLE	READYREFRESH BY NESTLE	READYREFRESH BY NESTLE	MISCELLANEOUS AND SPECIALTY RETAIL STOR	Retail
2732601258001	12/20/2018	12/24/2018	190.00	*****8437	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2732921951001	12/24/2018	12/26/2018	248.00	*****8437	LAW	LAVERNE	HEARTLINE FITNESS PROD	HEARTLINE FITNESS PROD	HEARTLINE FITNESS PROD	SPORTING GOODS STORES	Retail
2733609782001	12/27/2018	12/28/2018	20.00	*****8437	LAW	LAVERNE	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2740932445001	01/11/2019	01/14/2019	120.00	*****8437	LAW	LAVERNE	SQ *SQ *THE NEW DISTRI	SQ *SQ *THE NEW DISTRI	SQ *SQ *THE NEW DISTRI	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2740932446001	01/11/2019	01/14/2019	824.00	*****8437	LAW	LAVERNE	LASER ART INC	LASER ART INC	LASER ART INC	OFFICE SCHOOL SUPPLY AND STATIONERY ST	Office Equipment and Supplies
2745443237001	01/18/2019	01/21/2019	166.00	*****8437	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2747642683001	01/23/2019	01/24/2019	1,818.00	*****8437	LAW	LAVERNE	VARIDESK* 1800 207 25	VARIDESK* 1800 207 25	VARIDESK* 1800 207 25	OFFICE AND COMMERCIAL FURNITURE	Office Equipment and Supplies
2748553073001	01/25/2019	01/25/2019	210.05	*****8437	LAW	LAVERNE	FIREFLY IT ASSET RECOV	FIREFLY IT ASSET RECOV	FIREFLY IT ASSET RECOV	COMPUTERS COMPUTER PERIPHERAL EQUIPME	Computer, Hardware, Software and Peripherals
2749751552001	01/26/2019	01/28/2019	683.15	*****8437	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION R	Utilities
2749751553001	01/26/2019	01/28/2019	1,031.23	*****8437	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION R	Utilities
2751327613001	01/24/2019	01/30/2019	194.23	*****8437	LAW	LAVERNE	WASHINGTON EXPRES	WASHINGTON EXPRES	WASHINGTON EXPRES	PROFESSIONAL SERVICES-NOT ELSEWHERE CL	Professional Services
2757672215001	02/07/2019	02/08/2019	285.45	*****8437	LAW	LAVERNE	ASSURED TELEMATICS	ASSURED TELEMATICS	ASSURED TELEMATICS	AUTOMOTIVE SERVICE SHOPS	Vehicle Maintenance and Fuel Services
2758879268001	02/08/2019	02/11/2019	285.00	*****8437	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services
2763348979001	02/13/2019	02/18/2019	356.98	*****8437	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2763348980001	02/14/2019	02/18/2019	177.96	*****8437	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2580107366001	04/10/2018	04/13/2018	1,002.26	*****2966	MILES	LATONYA	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2581266840001	04/13/2018	04/16/2018	43.98	*****2966	MILES	LATONYA	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2618229627001	06/14/2018	06/15/2018	794.26	*****2966	MILES	LATONYA	DEAF ACCESS SOLUTIONS	DEAF ACCESS SOLUTIONS	DEAF ACCESS SOLUTIONS	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2618229628001	06/14/2018	06/15/2018	594.04	*****2966	MILES	LATONYA	DEAF ACCESS SOLUTIONS	DEAF ACCESS SOLUTIONS	DEAF ACCESS SOLUTIONS	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2707988312001	11/07/2018	11/12/2018	711.10	*****2966	MILES	LATONYA	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2710472854001	11/13/2018	11/15/2018	206.67	*****2966	MILES	LATONYA	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CL	Maintenance Repair Operation
2712619250001	11/16/2018	11/19/2018	919.44	*****2966	MILES	LATONYA	DEAF ACCESS SOLUTIONS	DEAF ACCESS SOLUTIONS	DEAF ACCESS SOLUTIONS	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2576831188001	04/05/2018	04/09/2018	2,900.00	*****5653	NOTTINGHAM	ANGELA	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2576831189001	04/06/2018	04/09/2018	600.00	*****5653	NOTTINGHAM	ANGELA	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2580107201001	04/11/2018	04/13/2018	74.00	*****5653	NOTTINGHAM	ANGELA	AMTRAK .CO10	AMTRAK .CO10	AMTRAK .CO1010706588645	PASSENGER RAILWAYS	Transportation - Other
2580107202001	04/12/2018	04/13/2018	687.50	*****5653	NOTTINGHAM	ANGELA	NDC TRAINING	NDC TRAINING	NDC TRAINING	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNA	Other
2581266597001	04/11/2018	04/16/2018	615.74	*****5653	NOTTINGHAM	ANGELA	PARK PLAZA HOTEL BOSTO	PARK PLAZA HOTEL BOSTO	PARK PLAZA HOTEL BOSTO	LODGING-HOTELS MOTELS RESORTS-NOT CLAS	Lodging
2581266598001	04/12/2018	04/16/2018	(18.00)	*****5653	NOTTINGHAM	ANGELA	AMTRAK TEL10	AMTRAK TEL10	AMTRAK TEL1010706588652	PASSENGER RAILWAYS	Transportation - Other
2587185550001	04/24/2018	04/25/2018	600.00	*****5653	NOTTINGHAM	ANGELA	NATIONAL FAIR HOUSING	NATIONAL FAIR HOUSING	NATIONAL FAIR HOUSING	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2591557722001	04/30/2018	05/02/2018	1,200.00	*****5653	NOTTINGHAM	ANGELA	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2593299623001	05/03/2018	05/04/2018	299.00	*****5653	NOTTINGHAM	ANGELA	SKILLPATH / NATIONAL	SKILLPATH / NATIONAL	SKILLPATH / NATIONAL	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHE	Education
2593299624001	05/03/2018	05/04/2018	117.50	*****5653	NOTTINGHAM	ANGELA	WPY*DELLA STOLSWORTH	WPY*DELLA STOLSWORTH	WPY*DELLA STOLSWORTH	ORGANIZATIONS CHARITABLE AND SOCIAL SE	Professional Services
2594402864001	05/05/2018	05/07/2018	658.55	*****5653	NOTTINGHAM	ANGELA	MARRIOTT RICHMOND SHOR	RICHMOND MARRIOTT WEST	MARRIOTT RICHMOND SHOR	MARRIOTT	Lodging
2594402865001	05/04/2018	05/07/2018	793.46	*****5653	NOTTINGHAM	ANGELA	RADISSON HOTELS	RADISSON	RADISSON HOTELS	RADISSON HOTELS	Lodging
2605429523001	05/22/2018	05/24/2018	250.00	*****5653	NOTTINGHAM	ANGELA	AMERICAN BAR ASSOCIATI	AMERICAN BAR ASSOCIATI	AMERICAN BAR ASSOCIATI	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2605429524001	05/22/2018	05/24/2018	250.00	*****5653	NOTTINGHAM	ANGELA	AMERICAN BAR ASSOCIATI	AMERICAN BAR ASSOCIATI	AMERICAN BAR ASSOCIATI	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2605429525001	05/22/2018	05/24/2018	250.00	*****5653	NOTTINGHAM	ANGELA	AMERICAN BAR ASSOCIATI	AMERICAN BAR ASSOCIATI	AMERICAN BAR ASSOCIATI	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2605429526001	05/22/2018	05/24/2018	250.00	*****5653	NOTTINGHAM	ANGELA	AMERICAN BAR ASSOCIATI	AMERICAN BAR ASSOCIATI	AMERICAN BAR ASSOCIATI	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2608104932001	05/29/2018	05/30/2018	1,250.00	*****5653	NOTTINGHAM	ANGELA	NCSHA	NCSHA	NCSHA	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNA	Other
2608836682001	05/29/2018	05/31/2018	303.97	*****5653	NOTTINGHAM	ANGELA	SOUTHWEST	SOUTHWEST	SOUTHWES 5261450816076	SOUTHWEST AIRLINES	Airline
2608836683001	05/29/2018	05/31/2018	318.96	*****5653	NOTTINGHAM	ANGELA	SOUTHWEST	SOUTHWEST	SOUTHWES 5261450840910	SOUTHWEST AIRLINES	Airline
2608836684001	05/29/2018	05/31/2018	293.96	*****5653	NOTTINGHAM	ANGELA	SOUTHWEST	SOUTHWEST	SOUTHWES 5261450830725	SOUTHWEST AIRLINES	Airline
2608836685001	05/30/2018	05/31/2018	(303.97)	*****5653	NOTTINGHAM	ANGELA	SOUTHWEST	SOUTHWEST	SOUTHWES 5260159654356	SOUTHWEST AIRLINES	Airline
2608836686001	05/30/2018	05/31/2018	625.00	*****5653	NOTTINGHAM	ANGELA	NCSHA	NCSHA	NCSHA	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNA	Other
2610730078001	05/31/2018	06/04/2018	311.79	*****5653	NOTTINGHAM	ANGELA	SOUTHWEST	SOUTHWEST	SOUTHWES 5261451573023	SOUTHWEST AIRLINES	Airline
2613095203001	06/06/2018	06/07/2018	95.00	*****5653	NOTTINGHAM	ANGELA	BB *NATL HOUSING CONF	BB *NATL HOUSING CONF	BB *NATL HOUSING CONF	ORGANIZATIONS CHARITABLE AND SOCIAL SE	Professional Services
2615731048001	06/11/2018	06/12/2018	687.50	*****5653	NOTTINGHAM	ANGELA	NDC TRAINING	NDC TRAINING	NDC TRAINING	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNA	Other
2618229461001	06/14/2018	06/15/2018	775.00	*****5653	NOTTINGHAM	ANGELA	NATIONAL CTR FOR HOUSI	NATIONAL CTR FOR HOUSI	NATIONAL CTR FOR HOUSI	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHE	Education
2619918561001	06/18/2018	06/19/2018	1,455.00	*****5653	NOTTINGHAM	ANGELA	NEIGHBORHOOD REINVEST	NEIGHBORHOOD REINVEST	NEIGHBORHOOD REINVEST	ORGANIZATIONS CHARITABLE AND SOCIAL SE	Professional Services
2619918562001	06/18/2018	06/19/2018	320.10	*****5653	NOTTINGHAM	ANGELA	DELTA	DELTA	DELTA 00623298252220	DELTA	Airline
2620698200001	06/19/2018	06/20/2018	850.00	*****5653	NOTTINGHAM	ANGELA	SQ *SQ *JON WRIGHT	SQ *SQ *JON WRIGHT	SQ *SQ *JON WRIGHT	CATERERS	Restaurants

2623447792001	06/22/2018	06/25/2018	1,009.68	*****5653	NOTTINGHAM	ANGELA	HGI CHICAGO	HGI CHICAGO	HGI CHICAGO	HILTON GARDEN INN	Lodging
2623447793001	06/22/2018	06/25/2018	504.78	*****5653	NOTTINGHAM	ANGELA	HYATT REGENCY CHICAGO	HYATT REGENCY CHICAGO	HYATT REGENCY CHICAGO	HYATT HOTELS	Lodging
2623447794001	06/23/2018	06/25/2018	504.78	*****5653	NOTTINGHAM	ANGELA	HYATT REGENCY CHICAGO	HYATT REGENCY CHICAGO	HYATT REGENCY CHICAGO	HYATT HOTELS	Lodging
2625693697001	06/27/2018	06/28/2018	560.00	*****5653	NOTTINGHAM	ANGELA	URBAN LAND INSTITUTE	URBAN LAND INSTITUTE	URBAN LAND INSTITUTE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2625693698001	06/27/2018	06/28/2018	100.00	*****5653	NOTTINGHAM	ANGELA	URBAN LAND INSTITUTE	URBAN LAND INSTITUTE	URBAN LAND INSTITUTE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2625693699001	06/27/2018	06/28/2018	1,000.00	*****5653	NOTTINGHAM	ANGELA	NCSHA	NCSHA	NCSHA	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNA	Other
2628673743001	07/03/2018	07/04/2018	4,400.00	*****5653	NOTTINGHAM	ANGELA	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLE	Education
2630804360001	07/09/2018	07/10/2018	4,400.00	*****5653	NOTTINGHAM	ANGELA	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLE	Education
2630804361001	07/09/2018	07/10/2018	849.00	*****5653	NOTTINGHAM	ANGELA	CVENT* CONNECT	CVENT* CONNECT	CVENT* CONNECT	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2631573730001	07/10/2018	07/11/2018	123.58	*****5653	NOTTINGHAM	ANGELA	VENETIAN/PALAZZO ROOM	VENETIAN/PALAZZO ROOM	VENETIAN/PALAZZO ROOM	VENETIAN RESORT HOTEL AND CASINO	Lodging
2633243549001	07/11/2018	07/13/2018	123.21	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00121991304186	AMERICAN AIRLINES	Airline
2634960970001	07/16/2018	07/17/2018	524.60	*****5653	NOTTINGHAM	ANGELA	DELTA	DELTA	DELTA 00623325711444	DELTA	Airline
2635742331001	07/17/2018	07/18/2018	500.00	*****5653	NOTTINGHAM	ANGELA	CNHED	CNHED	CNHED	ORGANIZATIONS CHARITABLE AND SOCIAL SE	Professional Services
2636570731001	07/17/2018	07/19/2018	649.00	*****5653	NOTTINGHAM	ANGELA	MGTCON7993180717143328	MGTCON7993180717143328	MGTCON7993180717143328	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHE	Education
2637425220001	07/18/2018	07/20/2018	751.60	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00121005684262	AMERICAN AIRLINES	Airline
2639103009001	07/23/2018	07/24/2018	2,308.00	*****5653	NOTTINGHAM	ANGELA	NATIONALJUDICIALCOLLEG	NATIONALJUDICIALCOLLEG	NATIONALJUDICIALCOLLEG	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHE	Education
2639885954001	07/24/2018	07/25/2018	247.16	*****5653	NOTTINGHAM	ANGELA	VENETIAN/PALAZZO FRT D	VENETIAN/PALAZZO FRT D	VENETIAN/PALAZZO FRT D	VENETIAN RESORT HOTEL AND CASINO	Lodging
2644755042001	08/01/2018	08/02/2018	1,000.00	*****5653	NOTTINGHAM	ANGELA	CNHED	CNHED	CNHED	ORGANIZATIONS CHARITABLE AND SOCIAL SE	Professional Services
2646613010001	08/03/2018	08/06/2018	102.03	*****5653	NOTTINGHAM	ANGELA	VENETIAN/PALAZZO FRT D	VENETIAN/PALAZZO FRT D	VENETIAN/PALAZZO FRT D	VENETIAN RESORT HOTEL AND CASINO	Lodging
2649665312001	08/09/2018	08/10/2018	687.50	*****5653	NOTTINGHAM	ANGELA	NDC TRAINING	NDC TRAINING	NDC TRAINING	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNA	Other
2651330444001	08/13/2018	08/14/2018	89.00	*****5653	NOTTINGHAM	ANGELA	DC BAR	DC BAR	DC BAR	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2652114617001	08/13/2018	08/15/2018	649.00	*****5653	NOTTINGHAM	ANGELA	MGTCON7993180813143751	MGTCON7993180813143751	MGTCON7993180813143751	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHE	Education
2652114618001	08/13/2018	08/15/2018	327.39	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00121054743003	AMERICAN AIRLINES	Airline
2652114619001	08/13/2018	08/15/2018	325.00	*****5653	NOTTINGHAM	ANGELA	NACEDA	NACEDA	NACEDA	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2652951815001	08/15/2018	08/16/2018	459.00	*****5653	NOTTINGHAM	ANGELA	ACT*MID-ATLANTIC ADA	ACT*MID-ATLANTIC ADA	ACT*MID-ATLANTIC ADA	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2652951816001	08/15/2018	08/16/2018	523.60	*****5653	NOTTINGHAM	ANGELA	DELTA	DELTA	DELTA 00623365295523	DELTA	Airline
2653796263001	08/15/2018	08/17/2018	305.41	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00121059079514	AMERICAN AIRLINES	Airline
2653796264001	08/15/2018	08/17/2018	35.24	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00106305264284	AMERICAN AIRLINES	Airline
2654864567001	08/17/2018	08/20/2018	149.00	*****5653	NOTTINGHAM	ANGELA	INTERNATIONAL PUBLIC M	INTERNATIONAL PUBLIC M	INTERNATIONAL PUBLIC M	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2654864568001	08/17/2018	08/20/2018	1,099.00	*****5653	NOTTINGHAM	ANGELA	INTERNATIONAL PUBLIC M	INTERNATIONAL PUBLIC M	INTERNATIONAL PUBLIC M	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2654864569001	08/17/2018	08/20/2018	5,000.00	*****5653	NOTTINGHAM	ANGELA	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLE	Education
2654864570001	08/12/2018	08/20/2018	776.15	*****5653	NOTTINGHAM	ANGELA	WHITNEY PEAK HOTEL	WHITNEY PEAK HOTEL	WHITNEY PEAK HOTEL	LODGING-HOTELS MOTELS RESORTS-NOT CLAS	Lodging
2656300975001	08/18/2018	08/22/2018	465.69	*****5653	NOTTINGHAM	ANGELA	WHITNEY PEAK HOTEL	WHITNEY PEAK HOTEL	WHITNEY PEAK HOTEL	LODGING-HOTELS MOTELS RESORTS-NOT CLAS	Lodging
2656300976001	08/21/2018	08/22/2018	2,800.00	*****5653	NOTTINGHAM	ANGELA	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLE	Education
2659065506001	08/24/2018	08/27/2018	646.05	*****5653	NOTTINGHAM	ANGELA	GALT HOUSE HOTEL	GALT HOUSE HOTEL	GALT HOUSE HOTEL	LODGING-HOTELS MOTELS RESORTS-NOT CLAS	Lodging
2659065507001	08/24/2018	08/27/2018	620.92	*****5653	NOTTINGHAM	ANGELA	WHITNEY PEAK HOTEL	WHITNEY PEAK HOTEL	WHITNEY PEAK HOTEL	LODGING-HOTELS MOTELS RESORTS-NOT CLAS	Lodging
2659723157001	08/27/2018	08/28/2018	180.00	*****5653	NOTTINGHAM	ANGELA	AEROSOL MONITORING &	AEROSOL MONITORING &	AEROSOL MONITORING &	PROFESSIONAL SERVICES-NOT ELSEWHERE CL	Professional Services
2661350116001	08/28/2018	08/30/2018	305.41	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123080673833	AMERICAN AIRLINES	Airline
2661350117001	08/29/2018	08/30/2018	690.00	*****5653	NOTTINGHAM	ANGELA	ALM MEDIA, LLC	ALM MEDIA, LLC	ALM MEDIA, LLC	CONSULTING MANAGEMENT AND PUBLIC REL	Professional Services
2664013126001	09/04/2018	09/05/2018	125.00	*****5653	NOTTINGHAM	ANGELA	MID-ATLANTICAHMA.ORG	MID-ATLANTICAHMA.ORG	MID-ATLANTICAHMA.ORG	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2664790142001	09/04/2018	09/06/2018	181.18	*****5653	NOTTINGHAM	ANGELA	JETBLUE 27	JETBLUE 27	JETBLUE 27921086341990	JETBLUE AIRWAYS (JETBLUE)	Airline
2664790143001	09/04/2018	09/06/2018	249.40	*****5653	NOTTINGHAM	ANGELA	JETBLUE 27	JETBLUE 27	JETBLUE 27921086302904	JETBLUE AIRWAYS (JETBLUE)	Airline
2664790144001	09/04/2018	09/06/2018	249.40	*****5653	NOTTINGHAM	ANGELA	JETBLUE 27	JETBLUE 27	JETBLUE 27921086372926	JETBLUE AIRWAYS (JETBLUE)	Airline
2664790145001	09/04/2018	09/06/2018	329.40	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123091430615	AMERICAN AIRLINES	Airline
2668278545001	09/10/2018	09/12/2018	177.96	*****5653	NOTTINGHAM	ANGELA	SOUTHWEST	SOUTHWEST	SOUTHWES 5261486828936	SOUTHWEST AIRLINES	Airline
2670122590001	09/13/2018	09/14/2018	265.40	*****5653	NOTTINGHAM	ANGELA	DELTA	DELTA	DELTA 00623400698056	DELTA	Airline
2675860006001	09/21/2018	09/24/2018	645.00	*****5653	NOTTINGHAM	ANGELA	NATIONAL ASSOCIATION	NATIONAL ASSOCIATION	NATIONAL ASSOCIATION	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2685141275001	10/05/2018	10/08/2018	1,198.29	*****5653	NOTTINGHAM	ANGELA	ORBITZ*7384262425911	ORBITZ*7384262425911	ORBITZ*7384262425911	TRAVEL AGENCIES AND TOUR OPERATORS	Professional Services
2685141276001	10/05/2018	10/08/2018	1,275.00	*****5653	NOTTINGHAM	ANGELA	URBAN LAND INSTITUTE	URBAN LAND INSTITUTE	URBAN LAND INSTITUTE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2685141277001	10/05/2018	10/08/2018	595.00	*****5653	NOTTINGHAM	ANGELA	NCSHA	NCSHA	NCSHA	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNA	Other
2685141278001	10/05/2018	10/08/2018	674.60	*****5653	NOTTINGHAM	ANGELA	DELTA	DELTA	DELTA 00672643207880	DELTA	Airline
2685141279001	10/05/2018	10/08/2018	353.80	*****5653	NOTTINGHAM	ANGELA	DELTA	DELTA	DELTA 00672030051394	DELTA	Airline
2685141280001	10/05/2018	10/08/2018	316.80	*****5653	NOTTINGHAM	ANGELA	DELTA	DELTA	DELTA 00672030051405	DELTA	Airline
2685141281001	10/05/2018	10/08/2018	93.00	*****5653	NOTTINGHAM	ANGELA	AMTRAK .CO27	AMTRAK .CO27	AMTRAK .CO2780681066929	PASSENGER RAILWAYS	Transportation - Other
2687565528001	10/10/2018	10/11/2018	595.00	*****5653	NOTTINGHAM	ANGELA	NCSHA	NCSHA	NCSHA	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNA	Other
2691264327001	10/16/2018	10/17/2018	637.10	*****5653	NOTTINGHAM	ANGELA	DOUBLETREE HOTELS	DOUBLETREE HOTELS	DOUBLETREE HOTELS	DOUBLETREE	Lodging
2694322696001	10/19/2018	10/22/2018	1,019.00	*****5653	NOTTINGHAM	ANGELA	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2694322697001	10/19/2018	10/22/2018	1,019.00	*****5653	NOTTINGHAM	ANGELA	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2694322698001	10/19/2018	10/22/2018	1,019.00	*****5653	NOTTINGHAM	ANGELA	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2694322699001	10/19/2018	10/22/2018	224.40	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00172662258016	AMERICAN AIRLINES	Airline
2694322700001	10/19/2018	10/22/2018	192.40	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00172662110305	AMERICAN AIRLINES	Airline
2694322701001	10/19/2018	10/22/2018	224.40	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00172662258134	AMERICAN AIRLINES	Airline
2694322702001	10/20/2018	10/22/2018	1,297.30	*****5653	NOTTINGHAM	ANGELA	MARRIOTT RICHMOND SHOR	RICHMOND MARRIOTT WEST	MARRIOTT RICHMOND SHOR	MARRIOTT	Lodging
2695071654001	10/22/2018	10/23/2018	4.86	*****5653	NOTTINGHAM	ANGELA	EXPEDIA 7387319245712	EXPEDIA 7387319245712	EXPEDIA 7387319245712	TRAVEL AGENCIES AND TOUR OPERATORS	Professional Services
2695071655001	10/22/2018	10/23/2018	(1,019.00)	*****5653	NOTTINGHAM	ANGELA	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2695071656001	10/22/2018	10/23/2018	(1,019.00)	*****5653	NOTTINGHAM	ANGELA	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other

2695071657001	10/22/2018	10/23/2018	(1,019.00)	*****5653	NOTTINGHAM	ANGELA	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2695931234001	10/22/2018	10/24/2018	247.30	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00172178599364	AMERICAN AIRLINES	Airline
2695931235001	10/22/2018	10/24/2018	318.80	*****5653	NOTTINGHAM	ANGELA	DELTA	DELTA	DELTA 00672178604786	DELTA	Airline
2697840991001	10/25/2018	10/26/2018	926.96	*****5653	NOTTINGHAM	ANGELA	SHERATON FISHERMANS HO	SHERATON FISHERMANS HO	SHERATON FISHERMANS HO	SHERATON	Lodging
2700546571001	10/29/2018	10/31/2018	385.00	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123186379610	AMERICAN AIRLINES	Airline
2700546572001	10/29/2018	10/31/2018	84.89	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00106352730816	AMERICAN AIRLINES	Airline
2701379474001	10/30/2018	11/01/2018	765.45	*****5653	NOTTINGHAM	ANGELA	IC LOS ANGELES DOWNTOW	IC LOS ANGELES DOWNTOW	IC LOS ANGELES DOWNTOW	INTERCONTINENTAL HOTELS	Lodging
2701379475001	10/30/2018	11/01/2018	625.00	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123187565874	AMERICAN AIRLINES	Airline
2701379476001	10/29/2018	11/01/2018	(84.89)	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00106352730811	AMERICAN AIRLINES	Airline
2701379477001	10/30/2018	11/01/2018	79.45	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00106353165030	AMERICAN AIRLINES	Airline
2701379478001	10/31/2018	11/01/2018	460.00	*****5653	NOTTINGHAM	ANGELA	NATIONAL LEAGUE OF	NATIONAL LEAGUE OF	NATIONAL LEAGUE OF	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNA	Other
2701379479001	10/31/2018	11/01/2018	460.00	*****5653	NOTTINGHAM	ANGELA	NATIONAL LEAGUE OF	NATIONAL LEAGUE OF	NATIONAL LEAGUE OF	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNA	Other
2702211117001	10/31/2018	11/02/2018	(118.60)	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123187565874	AMERICAN AIRLINES	Airline
2702211118001	10/30/2018	11/02/2018	536.40	*****5653	NOTTINGHAM	ANGELA	ALASKA A 02	ALASKA A 02	ALASKA A 0272189324438	ALASKA AIRLINES INC.	Airline
2703338021001	11/02/2018	11/05/2018	430.74	*****5653	NOTTINGHAM	ANGELA	SHERATON FISHERMANS HO	SHERATON FISHERMANS HO	SHERATON FISHERMANS HO	SHERATON	Lodging
2703338022001	11/02/2018	11/05/2018	(385.00)	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123186379616	AMERICAN AIRLINES	Airline
2704081570001	11/05/2018	11/06/2018	326.40	*****5653	NOTTINGHAM	ANGELA	EB 23RD ANNUAL FRIEND	EB 23RD ANNUAL FRIEND	EB 23RD ANNUAL FRIEND	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2704927556001	11/05/2018	11/07/2018	417.60	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123196565030	AMERICAN AIRLINES	Airline
2707988070001	11/09/2018	11/12/2018	1,072.94	*****5653	NOTTINGHAM	ANGELA	MARRIOTTJW L.A.LIVE FD	MARRIOTTJW L.A.LIVE FD	MARRIOTTJW L.A.LIVE FD	MARRIOTT	Lodging
2707988071001	11/09/2018	11/12/2018	588.60	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123204512760	AMERICAN AIRLINES	Airline
2708684723001	11/12/2018	11/13/2018	0.01	*****5653	NOTTINGHAM	ANGELA	MARRIOTTJW L.A.LIVE FD	MARRIOTTJW L.A.LIVE FD	MARRIOTTJW L.A.LIVE FD	MARRIOTT	Lodging
2711424716001	11/15/2018	11/16/2018	(430.74)	*****5653	NOTTINGHAM	ANGELA	SHERATON FISHERMANS HO	SHERATON FISHERMANS HO	SHERATON FISHERMANS HO	SHERATON	Lodging
2712618962001	11/16/2018	11/19/2018	844.11	*****5653	NOTTINGHAM	ANGELA	CONRAD MIAMI	CONRAD MIAMI	CONRAD MIAMI	CONRAD HOTELS	Lodging
2712618963001	11/16/2018	11/19/2018	844.11	*****5653	NOTTINGHAM	ANGELA	CONRAD MIAMI	CONRAD MIAMI	CONRAD MIAMI	CONRAD HOTELS	Lodging
2712618964001	11/16/2018	11/19/2018	844.11	*****5653	NOTTINGHAM	ANGELA	CONRAD MIAMI	CONRAD MIAMI	CONRAD MIAMI	CONRAD HOTELS	Lodging
2714666830001	11/21/2018	11/23/2018	199.00	*****5653	NOTTINGHAM	ANGELA	NHC	NHC	NHC	ORGANIZATIONS CHARITABLE AND SOCIAL SE	Professional Services
2716575900001	11/27/2018	11/28/2018	2,397.00	*****5653	NOTTINGHAM	ANGELA	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2717476779001	11/27/2018	11/29/2018	225.00	*****5653	NOTTINGHAM	ANGELA	CLB*ACCESSIBILITY PROS	CLB*ACCESSIBILITY PROS	CLB*ACCESSIBILITY PROS	ORGANIZATIONS CHARITABLE AND SOCIAL SE	Professional Services
2717476780001	11/27/2018	11/29/2018	300.00	*****5653	NOTTINGHAM	ANGELA	ACTCP GREAT PLAINS ADA	ACTCP GREAT PLAINS ADA	ACTCP GREAT PLAINS ADA	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2717476781001	11/27/2018	11/29/2018	100.00	*****5653	NOTTINGHAM	ANGELA	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2717476782001	11/29/2018	11/29/2018	398.00	*****5653	NOTTINGHAM	ANGELA	SKILLPATH / NATIONAL	SKILLPATH / NATIONAL	SKILLPATH / NATIONAL	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHE	Education
2717476783001	11/28/2018	11/29/2018	99.00	*****5653	NOTTINGHAM	ANGELA	DC BAR	DC BAR	DC BAR	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2718386641001	11/28/2018	11/30/2018	829.00	*****5653	NOTTINGHAM	ANGELA	MGTCON7966181128124405	MGTCON7966181128124405	MGTCON7966181128124405	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHE	Education
2723105104001	12/06/2018	12/07/2018	2,200.00	*****5653	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING S	Professional Services
2723105105001	12/05/2018	12/07/2018	198.00	*****5653	NOTTINGHAM	ANGELA	BISNOW	BISNOW	BISNOW	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2724290705001	12/07/2018	12/10/2018	54.00	*****5653	NOTTINGHAM	ANGELA	BISNOW	BISNOW	BISNOW	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2728797905001	12/14/2018	12/17/2018	(100.00)	*****5653	NOTTINGHAM	ANGELA	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2728797906001	12/14/2018	12/17/2018	110.00	*****5653	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING S	Professional Services
2728797907001	12/14/2018	12/17/2018	110.00	*****5653	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING S	Professional Services
2728797908001	12/14/2018	12/17/2018	110.00	*****5653	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING S	Professional Services
2731756454001	12/20/2018	12/21/2018	3,090.00	*****5653	NOTTINGHAM	ANGELA	NCSHA	NCSHA	NCSHA	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNA	Other
2732601058001	12/21/2018	12/24/2018	341.00	*****5653	NOTTINGHAM	ANGELA	CORNER BAKERY 0279	CORNER BAKERY 0279	CORNER BAKERY 0279	EATING PLACES RESTAURANTS	Restaurants
2732921892001	12/25/2018	12/26/2018	3,000.00	*****5653	NOTTINGHAM	ANGELA	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLE	Education
2732921893001	12/25/2018	12/26/2018	3,000.00	*****5653	NOTTINGHAM	ANGELA	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLE	Education
2734166175001	12/27/2018	12/31/2018	225.40	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123276540914	AMERICAN AIRLINES	Airline
2736556637001	01/05/2019	01/07/2019	(3,000.00)	*****5653	NOTTINGHAM	ANGELA	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLE	Education
2739758038001	01/09/2019	01/11/2019	970.00	*****5653	NOTTINGHAM	ANGELA	IEDC ONLINE	IEDC ONLINE	IEDC ONLINE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2739758039001	01/09/2019	01/11/2019	340.60	*****5653	NOTTINGHAM	ANGELA	JETBLUE 27	JETBLUE 27	JETBLUE 27921167688046	JETBLUE AIRWAYS (JETBLUE)	Airline
2740932160001	01/11/2019	01/14/2019	2,000.00	*****5653	NOTTINGHAM	ANGELA	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLE	Education
2740932161001	01/10/2019	01/14/2019	421.96	*****5653	NOTTINGHAM	ANGELA	SOUTHWEST	SOUTHWEST	SOUTHWES 5262426108738	SOUTHWEST AIRLINES	Airline
2740932162001	01/11/2019	01/14/2019	823.77	*****5653	NOTTINGHAM	ANGELA	B OCEAN RESORT HOTEL	B OCEAN RESORT HOTEL	B OCEAN RESORT HOTEL	LODGING-HOTELS MOTELS RESORTS-NOT CLAS	Lodging
2740932163001	01/11/2019	01/14/2019	1,689.00	*****5653	NOTTINGHAM	ANGELA	SHRM*ANNUAL700076467	SHRM*ANNUAL700076467	SHRM*ANNUAL700076467	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2740932164001	01/11/2019	01/14/2019	675.76	*****5653	NOTTINGHAM	ANGELA	SHRM HOUS 888.241.8396	SHRM HOUS 888.241.8396	SHRM HOUS 888.241.8396	MISCELLANEOUS AND SPECIALTY RETAIL STOR	Retail
2745442897001	01/18/2019	01/21/2019	3,800.00	*****5653	NOTTINGHAM	ANGELA	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLE	Education
2747642481001	01/23/2019	01/24/2019	390.00	*****5653	NOTTINGHAM	ANGELA	MU CONFERENCE EVENTS	MU CONFERENCE EVENTS	MU CONFERENCE EVENTS	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLE	Education
2747642482001	01/22/2019	01/24/2019	510.00	*****5653	NOTTINGHAM	ANGELA	CLB*ACCESSIBILITY PROS	CLB*ACCESSIBILITY PROS	CLB*ACCESSIBILITY PROS	ORGANIZATIONS CHARITABLE AND SOCIAL SE	Professional Services
2747642483001	01/22/2019	01/24/2019	531.99	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123326008094	AMERICAN AIRLINES	Airline
2747642484001	01/22/2019	01/24/2019	78.29	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123325621904	AMERICAN AIRLINES	Airline
2747642485001	01/22/2019	01/24/2019	207.00	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123325676202	AMERICAN AIRLINES	Airline
2748552872001	01/23/2019	01/25/2019	(207.00)	*****5653	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123325676203	AMERICAN AIRLINES	Airline
2749751234001	01/24/2019	01/28/2019	134.92	*****5653	NOTTINGHAM	ANGELA	SHRM HOUS 888.241.8396	SHRM HOUS 888.241.8396	SHRM HOUS 888.241.8396	MISCELLANEOUS AND SPECIALTY RETAIL STOR	Retail
2750499362001	01/28/2019	01/29/2019	538.00	*****5653	NOTTINGHAM	ANGELA	DELTA	DELTA	DELTA 00623566259492	DELTA	Airline
2750499363001	01/28/2019	01/29/2019	402.76	*****5653	NOTTINGHAM	ANGELA	CARIBE ROYALE RESORT S	CARIBE ROYALE RESORT S	CARIBE ROYALE RESORT S	CARIBE ROYALE RESORT SUITES + VILLAS	Lodging
2751327435001	01/29/2019	01/30/2019	645.00	*****5653	NOTTINGHAM	ANGELA	NEIGHBORWORKS AMERICA	NEIGHBORWORKS AMERICA	NEIGHBORWORKS AMERICA	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2752182822001	01/29/2019	01/31/2019	262.98	*****5653	NOTTINGHAM	ANGELA	SOUTHWEST	SOUTHWEST	SOUTHWES 5262433155852	SOUTHWEST AIRLINES	Airline
2753071773001	01/31/2019	02/01/2019	1,995.00	*****5653	NOTTINGHAM	ANGELA	HCI, HUMAN CAPITAL INS	HCI, HUMAN CAPITAL INS	HCI, HUMAN CAPITAL INS	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHE	Other
2754253673001	01/31/2019	02/04/2019	822.64	*****5653	NOTTINGHAM	ANGELA	INTERCONTINENTAL MIAMI	INTERCONTINENTAL MIAMI	INTERCONTINENTAL MIAMI	INTERCONTINENTAL HOTELS	Lodging

275581065001	02/04/2019	02/06/2019	829.00	*****5653	NOTTINGHAM	ANGELA	MGTCON7993190204090751	MGTCON7993190204090751	MGTCON7993190204090751	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHER	Education
2757672020001	02/06/2019	02/08/2019	(20.00)	*****5653	NOTTINGHAM	ANGELA	MANAGEMENT CONCEPTS IN	MANAGEMENT CONCEPTS IN	MANAGEMENT CONCEPTS IN	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHER	Education
2758878995001	02/07/2019	02/11/2019	138.00	*****5653	NOTTINGHAM	ANGELA	BISNOW	BISNOW	BISNOW	BUSINESS SERVICES-NOT ELSEWHERE CLASSIF	Professional Services
2758878996001	02/07/2019	02/11/2019	2,900.00	*****5653	NOTTINGHAM	ANGELA	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHER	Other
2758878997001	02/09/2019	02/11/2019	508.30	*****5653	NOTTINGHAM	ANGELA	COURTYARD BY MARRIOTT	COURTYARD BY MARRIOTT	COURTYARD BY MARRIOTT	COURTYARD BY MARRIOTT	Lodging
2763348759001	02/14/2019	02/18/2019	649.00	*****5653	NOTTINGHAM	ANGELA	MGTCON7993190214094722	MGTCON7993190214094722	MGTCON7993190214094722	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHER	Education

DHCD MOUs for FY 2019

Colu MOU-Service	Inter-Agency	Effective Date	Expiration Date	Total Amount of MOU	Funds Transmitted	
1	Transfer of Economic Development Special Account funds to create and preserve affordable housing services or other economic development programs, projects or initiatives that are consistent with authorized ESDA uses.	DMPED	October 1, 2018	September 30, 2019	\$1.2 million	Executed
2	Department of Human Resources will provide recruitment and staffing services; provide appropriate training for managers in performance management concepts and serves as a Human Resources Authority.	Department of Human Resources	October 1, 2018	September 30, 2019	\$59,000.00	Executed
3	Provide Legal Services (1 Attorney) for DHCD/Property Acquisition and Disposition Division (PADD) properties.	Office of the Attorney General	October 1, 2018	September 30, 2019	\$169,254	Executed
4	University of the District of Columbia Architectural Research Institute (ARI). ARI will provide technical, manpower in the property acquisition and construction assistance for the Agency.	University of District of Columbia ARI (PADD)	October 1, 2018	September 30, 2019	\$674,781.57	Executed
5	DCHA will work with DHCD's PADD Division to rehab. Properties that DHCD own at 1328 W ST SE and 1319 V St. SE Amendment to extend duration and budget of original MOU	DC Housing Authority	June 30, 2017	September 30, 2019	\$3.2 million	Executed
6	Housing Authority Services to adequately securing and maintaining PADD properties.	DC Housing Authority and DC Housing Enterprise	October 1, 2018	September 30, 2019	\$700,000.00 not to exceed	Executed
7	Mayor's Office on Asian and Pacific Islander Affairs to provide community education and outreach on DHCD's programs and services to limited or non-English proficient District Residents.	Mayor's Office on Asian and Pacific Islander Affairs	October 1, 2018	September 30, 2019	\$134,812.00	Executed
8	Housing Finance Agency has limited authority to underwrite projects eligible to receive LIHTCs at Four Percent Credits (4%)	Housing Finance Agency	May 1, 2015	September 30, 2019	4% Tax Credits	Executed

DHCD MOUs for FY 2019

Colu MOU-Service	Inter-Agency	Effective Date	Expiration Date	Total Amount of MOU	Funds Transmitted	
9	Second Amendment Interagency Agreement working together to increase permanent supportive housing options in the District for extremely low income people with disabilities. Proposed to construct and rehab three hundred (300) permanent housing units for Mental Health Clients.	The Inter-Agency Agreement with DHCD, DCHA, DHCF, DHS, DBH, DDS and DCOA/ADRC	June 6, 2014	September 30, 2019	\$5,643,715.74 transferred by Dept. of Behavioral Health	Executed
10	UDC will provide "Two Day Initial Lead-Based Paint Abatement Worker" training for 40 District residents. This will support DHCD's Lead Safe Wash Program and promote compliance with the Program.	University of District of Columbia	May 25, 2016	May 15, 2019	\$11,000.00	Executed
11	Department of Health will provide pest management and control services for the purpose of controlling and eliminating bed bugs and rodents in properties enrolled in the Lead Safe Washington (LSW) Program.	Department of Health	December 15, 2016	Sept. 30, 2019	\$70,000.00	Executed
12	Dept. of General Services (DGS) contract security guard services	DC Dept. of General Services (DGS)	February 15, 2019	September 30, 2019	\$6,475.48	Executed
13	Multi-Agency MOU for Sign Language Interpretation (SLI)	Office of Disability Rights	October 1, 2018	Sept. 30, 2019	\$3,840.00	Executed
14	MOU with Deputy Mayor for Planning and Economic Development (DMPED). DHCD is partially funding the construction and equipment of a mixed-use project know as Maple View Flats, that will contain 114 rental housing units for low-income families, two levels of parking , 14,575 square feet of commercial space on the ground floor. Amendment 1, to extend the the term of the underlying MOU which expired on 9/30/18	Deputy Mayor for Planning and Economic Developoment (DMPED)	October 1, 2018	September 30, 2019	\$1,718,336.08	Executed

DHCD MOUs for FY 2019

Colu MOU-Services	Inter-Agency	Effective Date	Expiration Date	Total Amount of MOU	Funds Transmitted
15 MOU between DHCD and DC HFA has established the Housing Investment Platform (HIP) to invest equity capital in development that produce for-sale single family housing units affordable to households making workforce incomes 60 - 120% of the AMI. The properties will come from the inventory of Property Acquisition and Disposition Divisions (PADD).	District of Columbia Housing Finance Agency (DCHFA)	April 1, 2018	September 30, 2019	Collaboration Agreement	Executed
16 MOU with DCHR to fund placement of two (2) Capitol City Fellows	DCHR	October 1, 2018	September 30, 2019	149,911.40	Executed

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
FY17-FY18-FY19 YEAR OVER YEAR
BUDGET VS. ACTUALS

Program	Program Title	Activity	Activity Title	Fund Detail Title	GAAP Category Title	FY 2017 Approved Budget	FY 2017 Revised Budget	FY 2017 Expenditures	FY 2018 Approved Budget	FY 2018 Revised Budget	FY 2018 Expenditures	FY 2019 Approved Budget	FY 2019 Revised Budget	FY 2019 YTD Expenditures	FY18 Budget vs Actuals Variance	FY18 Variance Comments			
1000	AGENCY MANAGEMENT	1087	LANGUAGE ACCESS	INTRA-DISTRICT	NON-PERSONNEL SERVICES	5,000	0	0	4,176	4,176	0	5,000	5,000	0	4,176	Lower than projected Language Access compliance costs			
				LOCAL FUNDS	NON-PERSONNEL SERVICES	0	0	0	0	3,210	3,200	0	0	0	10	n/a			
			1087 Total			25,000	5,000	0	5,000	7,386	3,200	5,000	5,000	0	4,186				
			1090	PERFORMANCE MANAGEMENT	CDBG GRANT	PERSONNEL SERVICES	43,747	9,009	(219,501)	45,709	409,504	399,795	165,204	165,204	79,898	9,709	Payroll allocation to grant, balance carried over		
					CONTINGENCY RESERVE	PERSONNEL SERVICES	0	488,323	108,501	0	0	0	0	0	0	0	-		
						NON-PERSONNEL SERVICES	0	256,000	241,845	0	0	0	0	0	0	0	-		
						HUD GRANT - HOME	PERSONNEL SERVICES	0	0	0	0	56,236	55,664	44,166	44,166	21,727	573	Payroll allocation to grant; offset by shortfalls in other activities	
						HUD GRANT - OTHER	PERSONNEL SERVICES	0	0	0	0	0	0	0	0	17,018	-		
						INTRA-DISTRICT	PERSONNEL SERVICES	2,077,024	2,077,024	1,528,281	2,043,572	1,362,445	1,366,084	1,542,758	1,542,758	298,796	(3,639)	Shortfall offset by surpluses in other activities	
				LOCAL FUNDS	PERSONNEL SERVICES	104,736	104,736	267,108	645,111	280,635	280,787	548,093	548,093	164,657	(151)	Local funds shortfall, offset by surpluses in other activities			
			NON-PERSONNEL SERVICES	51,903	51,903	46,130	0	0	0	45,000	55,541	35,045	-						
		1090 Total			2,277,410	2,986,995	1,972,364	2,734,392	2,129,762	2,123,272	2,345,222	2,355,763	617,141	6,491					
1000 Total					13,159,953	12,172,815	10,228,372	10,902,709	10,608,224	10,632,995	11,907,225	12,331,122	3,274,090	(24,771)					
2000	DEVELOPMENT FINANCE DIVISION	2010	AFFORDABLE HOUSING PROJECT FINANCING	CDBG GRANT	PERSONNEL SERVICES	370,670	361,743	366,447	336,688	142,428	132,691	114,720	114,720	40,301	9,737	Payroll allocation to grant, balance carried over			
					NON-PERSONNEL SERVICES	7,409,883	3,925,371	3,925,371	3,686,315	0	0	10,340,000	2,684,629	1,599,116	-				
					DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	0	0	1,197,715	0	477,600	443,004	171,649	45,011	44,932	34,596	Surplus offset by shortfall in other activity		
					HUD GRANT - HOME	PERSONNEL SERVICES	0	0	(400)	0	20,366	20,366	22,096	22,096	3	-			
						NON-PERSONNEL SERVICES	9,816,465	3,555,416	3,694,904	10,202,231	3,972,017	3,972,017	3,514,735	4,580,061	0	-			
					HUD GRANT - OTHER	PERSONNEL SERVICES	0	0	0	0	0	0	0	0	3,420	-			
						NON-PERSONNEL SERVICES	0	0	0	0	0	6,000,000	6,000,000	0	-				
					INTRA-DISTRICT	PERSONNEL SERVICES	1,769,397	1,706,268	1,637,861	1,815,593	1,887,160	1,850,223	2,160,483	2,160,483	688,269	36,937	Vacancy lapse		
						NON-PERSONNEL SERVICES	73,178,290	107,408,227	104,530,508	70,833,547	120,671,307	120,671,307	63,363,386	226,174,096	20,505,083	0	n/a		
					LOCAL FUNDS	PERSONNEL SERVICES	0	0	69,815	0	0	(339)	0	0	0	339	Local surplus offset by shortfalls in other activities		
			NON-PERSONNEL SERVICES	0	0	0	0	1,400,000	1,400,000	0	0	0	-						
		2010 Total				92,544,703	116,957,026	115,352,408	86,944,190	128,570,878	128,489,269	85,687,070	241,781,097	22,881,124	81,609				
		2015	COMMUNITY FACILITIES PROJECT FINANCING	CDBG GRANT	NON-PERSONNEL SERVICES	3,500,000	0	0	3,514,000	0	0	3,575,558	3,600,000	3,600,000	-	Allocation of Community Center costs to Unified, supported by actual revenues			
				DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	45,000	45,000	17,988	45,000	45,000	534,246	0	203,714	0	(489,246)				
				INTRA-DISTRICT	NON-PERSONNEL SERVICES	0	0	0	0	1,081,664	1,081,664	0	1,718,336	0	-				
		2015 Total				3,545,000	45,000	17,988	3,559,000	1,126,664	1,615,910	3,575,558	5,522,050	3,600,000	(489,246)				
		2020	TENANT OPPORTUNITY TO PURCHASE ASSIST	DHCB UNIFIED FUND	PERSONNEL SERVICES	53,265	53,265	0	0	0	0	0	0	0	0	-			
				NON-PERSONNEL SERVICES	490,945	490,945	23,956	546,710	546,710	546,610	10,000,000	10,000,000	74,448	100	n/a				
			INTRA-DISTRICT	NON-PERSONNEL SERVICES	0	0	0	10,000,000	8,840,380	8,840,380	10,000,000	10,000,000	74,448	100					
	2020 Total				544,210	544,210	23,956	10,546,710	9,387,089	9,386,989	10,000,000	10,000,000	74,448	100					
	2025	PRESERVATION FINANCING	HOUSING PRESERVATION FUND	PERSONNEL SERVICES	0	0	0	0	0	0	0	0	0	50,626	-				
				NON-PERSONNEL SERVICES	0	0	0	0	10,000,000	10,000,000	0	10,000,000	0	-					
				INTRA-DISTRICT	NON-PERSONNEL SERVICES	10,000,000	8,937,151	8,937,151	0	0	0	0	1,200,000	0	-				
			LOCAL FUNDS	PERSONNEL SERVICES	0	0	0	80,379	80,763	161,761	161,761	(384)	(384)	Local funds shortfall, offset by surpluses in other activities					
			NON-PERSONNEL SERVICES	0	0	0	10,000,000	10,000,000	0	0	40,000	0	-						
	2025 Total				10,000,000	8,937,151	8,937,151	10,000,000	10,080,379	10,080,763	10,161,761	11,401,761	50,242	(384)					
2000 Total					106,633,913	126,483,387	124,331,503	111,049,900	149,165,010	149,572,931	109,424,390	268,704,909	26,605,813	(407,921)					
3000	RESIDENTIAL AND COMMUNITY SERVICE DIV	3010	NEIGHBORHOOD-BASED ACTIVITIES	CDBG GRANT	PERSONNEL SERVICES	1,077,131	863,654	882,828	1,084,131	915,715	882,709	908,771	908,771	281,236	33,006	Payroll allocation to grant, balance carried over			
					NON-PERSONNEL SERVICES	7,400,000	5,796,005	5,796,005	8,000,000	7,355,981	7,355,981	5,000,000	7,516,605	(4,356)	-				
					DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	0	0	0	0	0	0	500,000	0	-				
					HUD GRANT - HOME	PERSONNEL SERVICES	0	0	0	0	135	135	24,545	24,545	(125)	-			
					INTRA-DISTRICT	PERSONNEL SERVICES	77,009	82,750	78,037	76,380	18,842	424	5,597	5,597	(421)	18,418	Vacancy lapse		
						NON-PERSONNEL SERVICES	0	0	0	0	490	490	0	0	0	-			
					LOCAL FUNDS	PERSONNEL SERVICES	0	0	0	0	5,272	72,714	22,454	22,454	26,315	(67,442)	Reclassification of HOME PS charges to stay within admin cap, offset by surpluses in other activities		
						NON-PERSONNEL SERVICES	50,000	50,000	0	353,129	154,484	135,530	171,726	174,812	0	18,953	Local surplus offset by shortfalls in other activities		
					3010 Total				8,604,140	6,792,409	6,756,870	9,513,640	8,450,918	8,447,983	6,133,093	9,152,784	302,649	2,935	
					3015	SMALL BUSINESS TECHNICAL ASSISTANCE	CDBG GRANT	PERSONNEL SERVICES	0	0	(2,195)	0	0	0	0	0	0	-	
			NON-PERSONNEL SERVICES	3,000,000			3,304,420	3,304,420	3,868,930	2,647,768	2,647,768	1,504,113	5,894,913	0	-				
		3015 Total				3,000,000	3,304,420	3,302,225	3,868,930	2,647,768	2,647,768	1,504,113	5,894,913	0	-				
		3020	COMMUNITY SERVICES - COMM REVITALIZATION	CDBG GRANT	NON-PERSONNEL SERVICES	3,000,000	2,919,873	1,325,230	2,500,000	1,628,254	1,628,254	2,695,887	4,107,065	0	-				
				3020 Total				3,000,000	2,919,873	1,325,230	2,500,000	1,628,254	1,628,254	2,695,887	4,107,065	0	-		
		3030	RESIDENTIAL SERVICES - HPAP	CDBG GRANT	PERSONNEL SERVICES	200,510	196,163	202,902	200,322	218,201	210,425	253,830	253,830	57,056	7,776	Payroll allocation to grant, balance carried over			
					NON-PERSONNEL SERVICES	11,264,000	8,299,132	9,199,132	12,024,000	7,973,919	7,973,919	9,924,442	9,084,187	0	-				
					CONTINGENCY RESERVE	PERSONNEL SERVICES	0	70,671	0	0	0	0	0	0	0	-			
					NON-PERSONNEL SERVICES	0	0	0	0	3,052,549	3,052,549	0	0	0	-				
				DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	0	0	0	0	829,636	739,670	0	0	0	89,966	Budget in excess of actual collections			
				HPAP - REPAY	NON-PERSONNEL SERVICES	0	1,196,158	1,291,427	1,500,000	1,800,000	1,620,259	1,468,242	1,468,242	209,474	179,741	HPAP spending in other funds, carryover balance			
			HUD GRANT - HOME	PERSONNEL SERVICES	0	0	0	78,040	78,040	75,630	75,630	20,868	-						
			NON-PERSONNEL SERVICES	0	1,528,763	1,528,763	0	3,168,995	3,004,013	3,192,601	4,449,088	529,228	164,982	HPAP spending in other funds, carryover balance					
			LOCAL FUNDS	PERSONNEL SERVICES	200,510	200,510	187,170	200,322	100,614	100,921	99,570	99,570	84,795	(307)	Local funds shortfall, offset by surpluses in other activities				
			NON-PERSONNEL SERVICES	2,809,193	2,809,193	2,796,182	1,336,060	1,748,191	1,583,209	9,060,888	8,796,000	1,047,197	164,982	HPAP spending in other funds, offset by shortfalls in other activities					

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
 FY17-FY18-FY19 YEAR OVER YEAR
 BUDGET VS. ACTUALS

Program	Program Title	Activity	Activity Title	Fund Detail Title	GAAP Category Title	FY 2017 Approved Budget	FY 2017 Revised Budget	FY 2017 Expenditures	FY 2018 Approved Budget	FY 2018 Revised Budget	FY 2018 Expenditures	FY 2019 Approved Budget	FY 2019 Revised Budget	FY 2019 YTD Expenditures	FY18 Budget vs Actuals Variance	FY18 Variance Comments
100F	AGENCY FINANCIAL OPERATIONS	130F	FISCAL OFFICER	LOCAL FUNDS	PERSONNEL SERVICES	0	0	0	67,514	38,433	38,477	30,873	30,873	16,546	(44)	Local funds shortfall, offset by surpluses in other activities
		130F Total				357,518	209,024	137,515	209,588	195,464	193,574	215,770	215,018	71,024	1,890	
100F Total						1,826,335	1,296,991	1,235,896	1,647,597	1,539,400	1,519,574	1,614,750	1,613,998	544,297	19,826	
Grand Total						170,898,477	197,179,282	189,576,464	181,392,581	218,222,470	212,406,545	190,756,036	364,481,950	38,116,077	5,815,925	

FY 2018-2019 DHCD Projected Lapsed Grants Report							
					A	M = A - K - L	
Grant Name	Grant Type F = Federal P = Private	CFDA # (Federal)	Grant Begin Date	Grants with end dates between 10/1/2017 and 09/30/18	Total Grant Award Amount	Grant Lapse (Grant Award less Total Oblig's)	Comments
Community Development Block Grant	F	14.218	10/1/2010	9/30/2018	\$16,328,680.00	0.00	
HOME Investment Partnership Grant	F	14.239	10/1/2010	9/30/2018	\$3,230,272.76	0.00	
Lead Hazard Reduction Demonstration	F	14.905	1/15/2015	7/14/2018	\$3,746,551.00	2,987,396.59	No Cost Extension Expired
						0.00	
						0.00	
TOTAL					\$23,305,503.76	\$2,526,832.19	

**Department of Housing and Community Development
Federal Funding by Program**

FISCAL_YEAR	2018
--------------------	-------------

			Budget
Agy Fund	Agy Fund Title	Program Code 3 Title	Total
8200	FEDERAL GRANTS	RESIDENTIAL SERVICES - LEAD SAFE WASHING	2,505,445.80
8200 Total			2,505,445.80
8201	CDBG GRANT	ACCOUNTING OPERATIONS	217,817.20
		AFFORDABLE HOUSING PROJECT FINANCING	4,023,003.79
		BUDGET OPERATIONS	293,808.69
		COMMUNICATIONS	75,000.00
		COMMUNITY FACILITIES PROJECT FINANCING	3,514,000.00
		COMMUNITY SERVICES - COMM REVITALIZATION	2,500,000.00
		CONTRACT COMPLIANCE	296,126.77
		FISCAL OFFICER	69,559.97
		INFORMATION TECHNOLOGY	573,017.88
		LANGUAGE ACCESS	823.93
		NEIGHBORHOOD-BASED ACTIVITIES	9,084,130.98
		PERFORMANCE MANAGEMENT	45,708.95
		PORTFOLIO AND ASSET MANAGEMENT	588,276.12
		PROPERTY ACQUISITION	1,000,000.00
		PROPERTY MANAGEMENT	404,799.33
		QUALITY ASSURANCE	399,811.53
		RESIDENTIAL SERVICES - HPAP	12,224,322.03
		RESIDENTIAL SERVICES - SINGLE FAM REHAB	1,390,942.93
		SMALL BUSINESS TECHNICAL ASSISTANCE	3,868,930.47
		TRAINING AND EMPLOYEE DEVELOPMENT	22,500.00
		VACANT AND BLIGHTED PROGRAM	500,000.00
8201 Total			41,092,580.57
8202	HUD GRANT - HOME	AFFORDABLE HOUSING PROJECT FINANCING	7,000,000.00
		PORTFOLIO AND ASSET MANAGEMENT	730,357.72
		PROPERTY MANAGEMENT	6,914.29
		QUALITY ASSURANCE	49,197.35
		RESIDENTIAL SERVICES - HPAP	3,202,231.49
8202 Total			10,988,700.85
Grand Total			54,586,727.22

**Department of Housing and Community Development
Federal Funding by Program**

FISCAL_YEAR	2019
--------------------	-------------

			Budget
Agy Fund	Agy Fund Title	Program Code 3 Title	Total
8200	FEDERAL GRANTS	RESIDENTIAL SERVICES - LEAD SAFE WASHING	2,250,000.00
8200 Total			2,250,000.00
8201	CDBG GRANT	ACCOUNTING OPERATIONS	124,541.57
		AFFORDABLE HOUSING PROJECT FINANCING	2,799,348.80
		BUDGET OPERATIONS	312,247.30
		COMMUNITY FACILITIES PROJECT FINANCING	3,575,558.10
		COMMUNITY SERVICES - COMM REVITALIZATION	4,911,252.58
		CONTRACT COMPLIANCE	100,086.63
		FISCAL OFFICER	48,082.42
		INFORMATION TECHNOLOGY	45,819.39
		NEIGHBORHOOD-BASED ACTIVITIES	12,008,770.86
		PERFORMANCE MANAGEMENT	165,204.32
		PORTFOLIO AND ASSET MANAGEMENT	1,380,590.53
		PROPERTY ACQUISITION	2,008,203.79
		PROPERTY MANAGEMENT	887,321.66
		QUALITY ASSURANCE	255,399.76
		RESIDENTIAL SERVICES - HPAP	6,033,830.03
		SMALL BUSINESS TECHNICAL ASSISTANCE	4,835,960.42
8201 Total			39,492,218.16
8202	HUD GRANT - HOME	ACCOUNTING OPERATIONS	33,294.93
		AFFORDABLE HOUSING PROJECT FINANCING	4,602,157.89
		BUDGET OPERATIONS	83,486.60
		CONTRACT COMPLIANCE	932,376.49
		FISCAL OFFICER	12,854.33
		INFORMATION TECHNOLOGY	15,799.77
		NEIGHBORHOOD-BASED ACTIVITIES	24,545.02
		PERFORMANCE MANAGEMENT	44,165.67
		PORTFOLIO AND ASSET MANAGEMENT	94,263.83
		PROPERTY MANAGEMENT	305,973.00
		QUALITY ASSURANCE	82,854.63
		RESIDENTIAL SERVICES - HPAP	1,856,006.29
8202 Total			8,087,778.45
8204	HUD GRANT - OTHER	AFFORDABLE HOUSING PROJECT FINANCING	6,000,000.00
8204 Total			6,000,000.00
Grand Total			55,829,996.61

DHCD List of Reprogrammings FY 2018 and FY 2019

Question # 15

	Date	Doc#	Fiscal Year	Dollar amount	Funding Source	Rationale
1	10/2/2017	APDMK822	2018	\$ 3,202,231.49	HOME	The funds are needed to ensure the program activities can continue to provide District residents with the opportunity to provide down payment assistance to purchase homes for the fiscal year.
2	10/2/2017	APDMK215	2018	\$ 240,000.00	CDBG	The reprogramming of \$240,000 in CDBG grant funds to ensure there are sufficient resources to complete the upgrade of computers agency-wide.
3	11/9/2017	APRMW073	2018	\$ 6,725,000.00	HPTF	The funds are needed to provide professional services via the Memorandum of Understanding between the Single Family Rehab Program and the University of the District of Columbia. The funds are also needed to provide utility costs for the Vacant & Blighted Program as well as disposal cost for the Property Disposition Program to reduce the agency's real estate inventory.
4	11/9/2017	APDMK216	2018	\$ 25,000.00	HPTF	The reprogramming of \$25,000 in Intra-District funds to ensure there are sufficient resources in the Property Management Program (1030) for professional services in Fiscal Year 2018.
5	11/22/2017	BJDB0050	2018	\$ 50,000.00	LOCAL	Reprogram from Neighborhood Based Activities to Façade Improvements.
6	11/22/2017	APRMW334	2018	\$ 395,901.79	HPTF	The reprogramming of \$395,901.79 in Intra-District funds to ensure there are sufficient resources in the Portfolio and Asset Management Program (4510) for the loan servicing contract for Fiscal Year 2018.
7	12/13/2017	APRMW333	2018	\$ 1,390,942.93	CDBG	The reprogramming of \$1,390,942.93 in CDBG grant funds to ensure there are sufficient resources in the Portfolio and Asset Management Program (4510) for the loan servicing contract, as well as funding for planning and loans for Community Facilities Financing (2015), HPAP (3030) and Quality Assurance (7020) for Fiscal Year 2018.

DHCD List of Reprogrammings FY 2018 and FY 2019

Question # 15

	Date	Doc#	Fiscal Year	Dollar amount	Funding Source	Rationale
8	1/17/2018	APDMK585	2018	\$ 1,110,000.00	HPTF	The funds are needed to provide funding for the Housing Expo, Equipment Refresh and Midtown Temporary services contract in the Communications, Information Technology and Property Management programs respectively for FY 2018.
9	1/17/2018	APRMW722	2018	\$ 125,000.00	HPTF	The funds are needed to provide funding for employee training and travel for FY 2018.
10	1/24/2018	BJDB0145	2018	\$ 145,000.00	LOCAL	Reprogram funds to professional services from office supplies within Property Management (1030).
11	2/15/2018	BJHY0140	2018	\$ 1,400,000.00	LOCAL	Reprogram funds to DB0 Fund 0100 from agency Housing Authority Subsidy HY0.
12	3/1/2018	APDMK936	2018	\$ 1,078,052.23	HPTF	The funds are needed to right-size and align program budgets with forecasted personnel service expenditures in accordance to the Agency's Cost Allocation Plan. The funds are also needed for the proper cost allocation of the Agency's fixed costs in adherence to the Cost
13	3/22/2018	APDMK125	2018	\$ 4,000,000.00	CDBG	The funds are needed to obligate the Façade Improvement grant agreements that have already been approved in the HUD Action Plan.
14	3/29/2018	BJDB0010	2018	\$ 10,000,000.00	LOCAL	To Reprogram Preservation from Fund 0100 to 0101.
15	4/4/2018	BJDB0500	2018	\$ 500,000.00	LOCAL	NEAHP funding from UPO to DB0
16	4/6/2018	BJDB0501	2018	\$ 500,000.00	LOCAL	Reprogram from EAHP to NEAHP.
17	5/21/2018	APDMK226	2018	\$ 173,000.00	HPTF	The Intra-District funds are needed to pay for the professional services per the approved MOU with UDC and DHCD's Single Family Residential Rehabilitation Program.

DHCD List of Reprogrammings FY 2018 and FY 2019

Question # 15

	Date	Doc#	Fiscal Year	Dollar amount	Funding Source	Rationale
18	6/4/2018	APRMW062	2018	\$ 387,198.46	HPTF	The Intra-District funds are needed to pay for the non-federal portion of the Lead projects for the remainder of the fiscal year.
19	6/4/2018	APDMK425	2018	\$ 1,142,871.97	HPTF	The funds are needed to support increased administrative expenditures not anticipated in the original budget, which was formulated using a 10% cap. Although the Budget Support Act increased the cap to 15%, not all budget lines were adjusted accordingly, causing deficits in
20	6/27/2018	BJDB0705	2018	\$ 10,000,000.00	LOCAL	To Reprogram Preservation from Fund 0100 to 0101 - Duplication.
21	7/11/2018	BJDB0715	2018	\$ 10,000,000.00	LOCAL	To Reprogram Preservation from Fund 0101 to 0100 - Correction to Duplication.
22	7/17/2018	APRMW735	2018	\$ 156,966.00	LEAD	The funds are needed to cover personnel costs associated with implementation of the grant.
23	7/18/2018	BJDB00101	2018	\$ 1,699,102.56	LOCAL	Local reprogramming to cover PS expenditures due to HOME cap restrictions.
24	7/18/2018	BJR22154	2018	\$ 500,000.00	SPR	Reprogram Budget Authority from Fund 6110 to 0610.
25	9/30/2018	APRMW736	2018	\$ 158,122.00	CDBG	The funds are needed to cover deficits within grant number CDBGEG/17 and to make certain that all PS and NPS costs/expenditures are properly funded to the expenditure level in order to properly balance and close-out the fiscal year of 2018.
26	9/30/2018	APRMW737	2018	\$ 416,707.00	CDBG	The funds are needed to cover deficits within grant number 00CDBG/18 and to make certain that all PS and NPS costs/expenditures are properly funded to the expenditure level in order to properly balance and close-out the fiscal year 2018.

DHCD List of Reprogrammings FY 2018 and FY 2019

Question # 15

	Date	Doc#	Fiscal Year	Dollar amount	Funding Source	Rationale
27	9/30/2018	APRMW738	2018	\$ 3,033,895.00	CDBG	The funds are needed to cover deficits within grant number CDBGEG/16 and to make certain that all PS and NPS costs/expenditures are properly funded to the expenditure level in order to properly balance and close-out the fiscal year 2018.
28	9/30/2018	BJDB0178	2018	\$ 1,718,297.34	LOCAL	Year-End reprogramming to cover deficit balances within the fund.
29	9/30/2018	APRMW739	2018	\$ 590,439.55	HOME	The funds are needed to cover personnel costs associated with implementation of the grant.
30	9/30/2018	BJDB0530	2018	\$ 5,300,000.00	SPR	Reprogramming from Chief Financial Officer (AT0)
31	10/31/2018	BJDB0200	2018	\$ 200,000.00	LOCAL	Reprogramming from Office of Aging.

DHCD List of Reprogrammings FY 2018 and FY 2019

Question # 15

	Date	Doc#	Fiscal Year	Dollar amount	Funding Source	Rationale
1	10/17/2018	BJDB0101	2019	\$ 10,000,000.00	LOCAL	To Reprogram Preservation from Fund 0100 to 0101
2	10/17/2018	APRMW130	2019	\$ 11,799,813.00	CDBG	The funds are needed to align the agency's budget with the FY19 HUD Action Plan.
3	10/17/2018	APRMW125	2019	\$ 1,412,224.21	HOME	The funds are needed to align the agency's budget with the FY19 HUD Action Plan.
4	11/7/2018	APDMK455	2019	\$ 2,500,000.00	CDBG	The funds are needed to align the agency's budget with the FY19 HUD Action Plan.
5	11/7/2018	APDMK456	2019	\$ 1,695,812.84	CDBG	The funds are needed to align the agency's budget with the FY19 HUD Action Plan.
6	12/4/2018	APDMK994	2019	\$ 1,190,931.29	HPTF	The funds are needed to provide funding for the water payments/invoices for the inventories properties in the Vacant & Blighted Program and Tax Credit Asset Management & Amerinat contracts within the Portfolio & Asset Management Program for FY2019.
7	12/19/2018	APDMK694	2019	\$ 3,681,788.00	HPTF	The funds are needed to align the agency's budget with the FY19 Spending Plan.
8	1/25/2019	APRMW088	2019	\$ 3,202,771.85	CDBG	The funds are needed to ensure the Home Purchase Assistance Program activities can continue to provide district residents payments assistance to purchase homes for the fiscal year.

Department of Housing and Community Development
Original versus Revised Budget by Fund and Program
FY 2018

Attachment B

Agy Fund	Program Code 2	Original Budget	Final Budget
0100	1000	3,558,682	4,749,138
	100F	566,179	226,921
	2000	10,069,815	1,480,379
	3000	4,126,345	4,694,450
	4100	300,000	188,114
	4500	876,893	551,146
	7000	385,376	149,634
	8100	2,181,377	2,220,228
	9100	1,039,628	944,284
0100 Total		23,104,295	15,204,294
0101	2000		10,000,000
0101 Total			10,000,000
0602	3000	1,500,000	1,800,000
0602 Total		1,500,000	1,800,000
0610	1000	128,380	150,780
	100F	5,000	5,000
	2000	591,710	1,069,310
	3000		2,034,636
	4100	1,320,910	1,320,910
0610 Total		2,046,000	4,580,636
0700	1000	6,086,883	5,094,075
	100F	495,232	748,725
	2000	82,649,140	132,480,511
	3000	4,114,800	4,307,764
	4100	2,175,408	2,131,643
	4500	3,037,749	3,308,680
	7000	524,721	675,243
	8100	71,626	75,504
	9100		896
0700 Total		99,155,560	148,823,041
1734	3000		3,052,549
1734 Total			3,052,549
6110	3000	1,000,000	-
6110 Total		1,000,000	-
8200	3000	2,505,446	3,111,444
8200 Total		2,505,446	3,111,444
8201	1000	1,121,850	557,993
	100F	581,186	467,139
	2000	7,537,004	142,428
	3000	29,068,326	20,739,837
	4100	1,500,000	188,938
	4500	588,276	1,365,651
	7000	695,938	436,582
8201 Total		41,092,581	23,898,569
8202	1000	6,914	56,236
	100F		91,616
	2000	10,202,231	3,992,383
	3000		3,247,169
	4500	730,358	172,450
	7000	49,197	192,083
8202 Total		10,988,701	7,751,938
8204	1000		-
	100F		-
	2000		-
	4500		-
	7000		-
8204 Total			-
Grand Total		181,392,582	218,222,470

Department of Housing and Community Development
Original versus Revised Budget by Fund and Program
FY 2019, through January

Attachment C

Agy Fund	Program Code 2	Original Budget	Current Budget
0100	1000	5,383,259	5,549,620
	100F	202,951	202,951
	2000	10,161,761	201,761
	3000	11,493,180	11,683,378
	4100	323,759	274,779
	4500	809,838	696,012
	7000	35,544	12,544
	8100	2,298,064	2,329,312
	9100	1,063,871	1,063,871
0100 Total		31,772,227	22,014,227
0101	2000		10,000,000
0101 Total			10,000,000
0602	1000	128,709	128,709
	3000	1,468,242	1,468,242
0602 Total		1,596,951	1,596,951
0610	1000	539,302	562,977
	100F	5,000	4,248
	2000	171,649	248,726
	4100	820,910	720,910
0610 Total		1,536,861	1,536,861
0700	1000	4,371,671	4,605,531
	100F	792,292	792,292
	2000	75,523,870	241,252,915
	3000	5,388,096	5,488,094
	4100	8,752,654	11,643,562
	4500	3,681,637	5,050,028
	7000	1,489,780	1,482,780
0700 Total		100,000,000	270,315,203
8200	3000	2,250,000	2,250,000
8200 Total		2,250,000	2,250,000
8201	1000	1,098,345	1,098,345
	100F	484,871	484,871
	2000	14,030,278	6,399,349
	3000	20,287,043	27,765,372
	4100	2,008,204	2,008,204
	4500	1,380,591	1,380,591
	7000	202,886	355,486
8201 Total		39,492,218	39,492,218
8202	1000	365,938	365,938
	100F	129,636	129,636
	2000	3,536,832	4,602,158
	3000	3,292,776	4,549,263
	4500	94,264	94,264
	7000	668,333	1,015,231
8202 Total		8,087,778	10,756,490
8204	2000	6,000,000	6,000,000
8204 Total		6,000,000	6,000,000
8450	1000	20,000	20,000
8450 Total		20,000	20,000
Grand Total		190,756,036	363,981,950

Department of Housing and Community Development
Federal Grant Awards

Attachment 16

FISCAL_YEAR	Grantor Title	Grant Cat	Grant Cat Title	Current Year Award	Date of Award	Total Grant Budget	Expenditures
2018	DEPT OF HOUSING & URBAN DEV	14.218	COMMUNITY DEVELOPMENT BLOCK GRANTS/ENTITLEMENT G	13,793,763	7/1/2017	41,092,581	22,050,507
		14.239	HOME INVESTMENT PARTNERSHIPS PROGRAM	3,881,774	8/22/2017	10,988,701	7,614,136
		14.275	HOUSING TRUST FUND	3,000,000	8/1/2017	6,000,000	-
		14.900	LEAD HAZARD CONTROL GRANT 01	n/a	n/a	280,000	(599)
		14.905	LEAD HAZARD REDUCTION DEMONSTRATION 02	n/a	n/a	2,225,446	435,895
2018 Total						60,586,727	30,099,939
2019	DEPT OF HOUSING & URBAN DEV	14.218	COMMUNITY DEVELOPMENT BLOCK GRANTS/ENTITLEMENT G	15,223,007	7/1/2018	39,492,218	6,403,581
		14.239	HOME INVESTMENT PARTNERSHIPS PROGRAM	5,637,890	8/22/2018	8,087,778	657,076
		14.275	HOUSING TRUST FUND	3,000,000	10/18/2018	9,000,000	90,257
		14.905	LEAD HAZARD REDUCTION DEMONSTRATION 02	n/a	n/a	2,250,000	(7,758)
2019 Total						55,829,997	7,143,157

Vendor Name	Description	Contract Term	Competitively Bid Y/N	Contract Administrator	Ref Doc	Primary Doc Key	Agy Fund	Program Code 3	Original PO Amount	Expenditure Amount	Fully Expended Y/N
A MORTON THOMAS & ASSOCIATES	Boundary and Topographic Survey	12 Months	No -Non Competitive	Rodney Geroge	PO573810	PO573810	0700	4130	15,000.00	6,750.00	Y
AD BOX PROMO AGENCY, LLC	Housing Expo Givaways	12 Months	Yes- DCSS	Pamela Hillsman	PO577025	PO577025	0700	4150	10,000.00	5,655.00	N
AD BOX PROMO AGENCY, LLC	Housing Expo Givaways	12 Months	Yes- DCSS	Pamela Hillsman	PO584599	VOF92077	0700	4150	9,985.50	5,092.60	
						VOF92077	0100	4150		4,892.90	Y
ADVANTAGE ENVIRONMENTAL CONSUL	Environmental Assessment Services	12 Months	No -Non Competitive	Stan Fields	PO580844	PO580844	0700	4130	10,000.00	2,100.00	N
AMERINATIONAL COMMUNITY SVC.	Loan services	Base and 4 Options	Yes- RFP	Robert Hayden	PO555343	PO555343	1734	4510	133,687.23	133,687.23	Y
AMERINATIONAL COMMUNITY SVC.	Loan services	Base and 4 Options	Yes- RFP	Robert Hayden	PO579547	PO579547	0100	4510	41,159.58	141,159.58	
		12 Months Crossed FY					0700	4510	174,188.90	1,068,729.44	
							8201	4510	298,054.47	398,054.47	
							8202	4510	94,540.54	-	N- 4th Option
AMERINATIONAL COMMUNITY SVC.	Loan services	Base and 4 Options	Yes- RFP	Robert Hayden	PO582189	PO582189	0100	4510	93,871.54	21,699.93	
		12 Months Crossed FY					0700	4510	441,687.97	121,053.67	
							8201	4510	460,073.64	106,353.42	
							8202	4510	158,495.39	17,688.39	Y-4th Option
ANSWER TITLE & ESCROW LLC	Due Diligence, Litigation Support, and Settlement Servies	Base and 4 Options	Yes- RFP	Rodney George	PO574923	PO574923	0100	4150	200,000.00	58,538.00	N
BALLARD SPAHR LLP	QAP LIHTC	Base and 4 Options	Yes- RFP	Joan McKenzie	PO577290	PO577290	0700	2010	169,371.26	143,911.56	N
CAPITAL COMMUNITY NEWS INC	Advertisements	12 Months	NO- Exempt from Compitition	Pamela Hillsman	PO582208	PO582208	0700	1080	4,080.00	1,999.20	Y
							0100	1080		2,080.80	
CBS RADIO INC DBA/WPGC FM	Advertisements	12 Months	NO- Exempt from Compitition	Pamela Hillsman	PO563526	PO563526	1734	1080	3,300.00	3,300.00	Y
CBS RADIO INC DBA/WPGC FM	Advertisements	12 Months	NO- Exempt from Compitition	Pamela Hillsman	PO583863	PO583863	0700	1080	10,000.00		N
CENTERPLATE/NBSE	Convention Center/Expo	12 Months	NO- Exempt from Compitition	Pamela Hillsman	PO584718	PO584718	0610	1050	14,088.10	14,088.10	Y
CES SECURITY INC.	Housing Expo Security	12 Months	NO- Exempt from Compitition	Pamela Hillsman	PO584608	PO584608	0700	1080	7,011.30	3,435.54	Y
							0100	1080		3,575.76	
COMCAST CORPORATION	Cable Services	12 Months	NO- Exempt from Compitition	LaVerne Law	PO589646	PO589646	0610	1080	17,800.00	17,800.00	Y
COMMUNITY DEVELOPMENT EXPERTS	OPM IDIS Instructor	12 Months	NO- Exempt from Compitition	Lesley Edmonds	PO585595	PO585595	8201	7020	20,000.00	665.00	N
DC HOUSING AUTHORITY	Construction/Rehabilitation Services	12 Months Crossed FY	NO-MOU	Rodney George	PO575998	PO575998	0700	4130	1,700,000.00	1,190,789.12	N

DC HOUSING AUTHORITY	Construction/Rehabilitation Services	12 Months	NO-MOU	Rodney George	PO575999	PO575999	0610	4130	700,000.00	566,770.77	N
DEAF ACCESS SOLUTIONS, INC.	Translation Services	12 Months	Yes-City Wide	Pamela Hillsman	PO585148	PO585148	0700	1080	2,857.68	2,243.73	N
DELL COMPUTER CORP	IT Computer Hardware Refresh	12 months	Yes-City Wide	Rene Snowden	PO583431	PO583431	0700	1040	207,638.25	207,638.25	Y
DELL COMPUTER CORP	Updating Services	12 Months	Yes-City Wide	Renee Snowden	PO585770	PO585770	0100	1040	8,465.25	8,465.25	Y
DEVELOPMENT CORP OF COLUMBIA	Historic Anacostia Project	12 Months	N0- Grant	Allison Ladd	PO582072	PO582072	0700	4130	65,000.00	61,710.00	N
DISTRICT OF COLUMBIA STUDENTS	DC Students Construction Trades Foundation	12 Months	N0- Grant	Allison Ladd	PO589812	PO589812	0610	4130	25,000.00	25,000.00	Y
DOCUMENT SYSTEMS INC	Scanning Services	Base and 4 Options	Yes- IFB	LaVerne Law	PO572742	PO572742	0700	1030	70,900.00	66,264.32	N
DOCUMENT SYSTEMS INC	Scanning Services	Base and 4 Options Crossed FY	Yes- IFB	LaVerne Law	PO587088	PO587088	0700	1080	38,000.00	37,149.44	N
E & A TEAM INC	Construction Accessibility Training	12 Months	12 Months	Sonia Gutierrez	PO590079	PO590079	8201	7020	9,300.00	9,300.00	Y
EMPHASYS COMPUTER SOLUTIONS IN	Housing Locator Services	12 Months	N0- Exempt from Competition	Odette Abraham	PO580974	PO580974	0100	8110	13,995.00	16,900.00	Y
GELBERG SIGNS	Signs (Tiny House)	12 Months	No -Non Competitive	Latrena Owens	PO590611	PO590611	0100	4150	6,966.88	6,692.25	Y
GENERAL SERVICES INC	Environmental Site Assessment	Base and 4 Options	Y-IFB	Rodney George	PO583531	PO583531	0100	4150	50,000.00	5,679.98	N
HARGROVE INC	Housing Expo Trade Show Services	12 Months	N0- Exempt from Competition	Pamela Hillsman	PO584735	PO584735	0700	1080	182,250.00	89,302.50	Y
							0100	1080		92,947.50	
HI-TECH ELECTRIC LLC	Housing Expo and Home Show Electric Service	12 Months	N0- Exempt from Competition	Pamela Hillsman	PO584484	PO584484	0700	1080	36,361.25	17,817.01	Y
							0100	1080		18,544.24	
HOUSING & DEVELOPMENT SOFTWARE	Housing and Development Software Annual Maintenance	12 Months	N0- Exempt from Competition	Rene Snowden	PO573173	PO573173	0700	1040	76,597.36	76,597.36	Y
HOUSING AND DEVELOPMENT SERVIC	Software Hosting Services	12 Months	N0- Exempt from Competition	Rene Snowden	PO588789	PO588789	0700	1040	30,591.00	30,591.00	Y
HOWARD UNIVERSITY, INC.	Advertisements	12 Months	N0- Exempt from Competition	Pamela Hillsman	PO583741	PO583741	0700	1080	16,740.00	8,202.60	Y
							0100	1080		8,537.40	
HUBBARD RADIO WASHINGTON, DC	Advertisements	12 Months	N0- Exempt from Competition	Pamela Hillsman	PO582802	PO582802	0700	1080	10,000.00	4,900.00	Y
							0100	1080		5,100.00	
IRVING DEVELOPMENT LLC	Landscaping - Tiny House Project	12 Months	No -Non Competitive	Latrena Owens	PO588111	PO588111	0100	4150	7,897.27	7,897.27	Y
IRVING DEVELOPMENT LLC	Additional Landscaping - Tiny House Projecct	12 Months	No -Non Competitive	Latrena Owens	PO589916	PO589916	0100	4150	2,102.73	2,102.73	

KATCO ASSOCIATES INC.	2805 4th Demolition, Construction & Rehab	12 Months Crossed FY	Yes- IFB	Latrena Owens	PO587086	PO587086	0700	4130	303,556.77		N
KATCO ASSOCIATES INC.	2412 MLK Demolition, Construction & Rehab	12 Months Crossed FY	Yes- IFB	Latrena Owens	PO587247	PO587247	0700	4130	394,106.97		N
KATCO ASSOCIATES INC.	1648 U Demolition, Construction & Rehab	12 Months Crossed FY	Yes- IFB	Latrena Owens	PO573989	PO573989	0700	4150	216,526.57	140,543.40	N
LEXISNEXIS RISK SOLUTIONS	Legal Research Services	12 Months	Yes-City Wide	Julia Wiley	PO578116	PO578116	0700	4130	33,000.00	31,584.00	N
LINKEDIN CORPORATION					PO580179	PO580179	0100	1040	15,000.00	15,000.00	Y
LIVABLE HOUSING, INC.	Staff Training	12 Months	NO- Exempt from Competition	Lamont Lee	PO577698	PO577698	0700	3060	1,700.00	1,700.00	Y
LIVABLE HOUSING, INC.	Staff Training	12 Months	NO- Exempt from Competition	Lamont Lee	PO584859	PO584859	0700	1015	1,700.00	1,700.00	Y
MDM OFFICE SYSTEMS DBA	Office Supplies	12 Months	Yes- DCSS	LaVerne Law	PO575935	PO575935	0100	1030	5,409.85	5,409.85	Y
MIDTOWN PERSONNEL, INC.	Temporary Services	12 Months	Yes-IFB	LaVerne law	PO573942	PO573942	0100	1030	17,970.00	17,646.01	N
							0700	1030	14,447.00	14,402.39	
MIDTOWN PERSONNEL, INC.	Temporary Services	12 Months Crossed FY	Yes-IFB	LaVerne law	PO578118	PO578118	0100	1030	-	145,000.00	N
							0610	1030	500.00	500.00	
							0700	1030	25,000.00	240,490.47	
NEAL R GROSS & CO INC	Transcription Services	12 Months	Yes-BPA	Pamela Hillsman	PO576273	PO576273	0700	1040	12,000.00	11,152.90	N
NEW BEGINNING REALTY GROUP LLC	Real Property Listing Service	12 Months	Yes-BPA	Kesishon Keane	PO575657	PO575657	0610	4130	75,000.00	1,816.80	N
NON PROFIT INDUSTRIES	Maintenance of the Housing Locator Website	Canceled	NO- Exempt from Competition	Odette Abraham	PO577026	PO577026	0100	8140	13,400.00		N
NORTH ARROW INC	Structural Engineer	12 Months	Yes-BPA	Odette Abraham	PO582102	PO582102	0100	8110	25,000.00	8,243.65	N
OUTFRONT MEDIA INC.	Advertisements	12 Months	NO- Exempt from Competition	Pamela Hillsman	PO582904	PO582904	0700	1080	67,790.00	33,217.10	Y
							0100	1080		34,572.90	
PALMER STAFFING SERVICES, INC	Executive Staffing	12 Months	Yes- FSS	Julia Wiley	PO577057	PO577057	0100	8110	-	21,443.40	
							0700	2010	24,000.00	24,175.00	
								4130	24,800.00	55,376.00	
								4510	24,000.00	24,000.00	
PALMER STAFFING SERVICES, INC	Executive Staffing	12 Months	Yes- FSS	Julia Wiley	PO583172	PO583172	0700	3050	45,000.00	9,817.50	N
PALMER STAFFING SERVICES, INC	Executive Staffing	12 Months	Yes- FSS	Julia Wiley	PO588672	PO588672	0100	8110	10,000.00	2,749.68	N
PEPCO ENERGY SERVICES, INC	Electric Services	12 Months	NO- Exempt from Competition	Latrena Owens	PO589649	PO589649	0610	4130	3,234.00		N

PROJECTION VIDEO SERV. INC.	Audio Visual Expo	12 Months	NO- Exempt from Competition	Pamela Hillsman	PO584754	PO584754	0700	1080	87,898.25	43,070.14	Y
							0100	1080		44,828.11	
PUBLIC PERFORMANCE MANAG.	Printers	12 Months	Yes- DCSS	Rene Snowden	PO589313	PO589313	0700	1040	9,852.31		N
R S MEANS COMPANY INC	Construction cost data, software, and services	12 Months	NO- Exempt from Competition	Sara Imhulse	PO577209	PO577209	0700	2010	6,451.98	6,451.98	Y
RADIO ONE INC.	Advertisements	12 Months	NO- Exempt from Competition	Pamela Hillsman	PO582614	PO582614	0700	1080	30,000.00	14,700.00	Y
							0100	1080		15,300.00	
SENODA, INC.	Printing Services	12 Months	Yes- DCSS	Pamela Hillsman	PO584278	PO584278	0700	1080	10,000.00	4,900.00	Y
							0100	1080		5,100.00	
SHARED KNOWLEDGE LLC	Auditor to Audit Hardship Petitions	12 Months	Yes-BPA	Odette Abraham	PO577306	PO577306	0100	8140	26,000.00	2,612.50	N
SMART CITY NETWORKS LP	Internet Services at Washington Convention Center	12 Months	NO- Exempt from Competition	Pamela Hillsman	PO584600	PO584600	0700	1080	7,671.15	2,669.81	N
							0100	1080		2,778.79	
SOFTWARE INFORMATION RESOURCE	Adobe Acrobat Pro Suite	12 Months	Yes- DCSS	Rene Snowden	PO586166	PO586166	0700	1040	14,629.20	14,629.20	
SOUL TREE LLC	Photography and Videography Services	12 Months	No -Non Competitive	Pamela Hillsman	PO584738	PO584738	0700	1080	8,000.00	8,000.00	
TAX CREDIT ASSET MANAGEMENT	Assest Management Services	Base and 4 Options Crossed FY	Yes-RFP	Robert Hayden	PO577059	PO577059	0100	4510	-	216,232.89	
							0700	4510	1,000,000.00	1,202,209.94	
							8201	4510	-	479,143.97	
THE WASHINGTON INFORMER	Advertisements	12 Months	NO- Exempt from Competition	Pamela Hillsman	PO583162	PO583162	0700	1080	9,000.00	4,410.00	
							0100	1080		4,590.00	
THE WASHINGTON POST	Advertisements	12 Months	NO- Exempt from Competition	Pamela Hillsman	PO582665	PO582665	0700	1080	4,181.52	3,273.94	
							0100	1080		3,407.58	
THE WASHINGTON TIMES LLC	Advertisements	12 Months	NO- Exempt from Competition	Pamela Hillsman	PO578117	PO578117	0100	1080	11,000.00	4,050.43	
TRANSUNION	Credit Reporting	12 Months	No -Non Competitive	Sara Imhulse	PO577546	PO577546	0700	3060	2,000.00	1,738.39	
					RQ974404	PO574987	0610	4130			
UNIVERSITY OF THE DISTRICT	Architecural Research Services	12 Months	No-MOU	Allison Ladd	PO559844	PO559844	0700	4130	69,281.55	69,281.55	
UNIVERSITY OF THE DISTRICT	Architecural Research Services	12 Months	No-MOU	Allison Ladd	PO574987	PO574987	0610	4130	525,000.00	323,350.93	
WASH CONVENT CENTER AUTHORITY	Expo Venue	12 Months	No- Exempt from Competition	Pamela Hillsman	PO584023	PO584023	0700	1080	19,320.00	9,466.80	
							0100	1080		9,853.20	

WKM SOLUTIONS LLC	Foundation	12 Months	Yes-RFQ	Latrena Owens	PO584755	PO584755	0610	4130	79,330.00	82,090.00	
XEROX CORPORATION	Copier Lease	Base and 4	Yes- FSS	LaVerne Law	PO552535	PO552535	0602	1030	10,414.80	10,414.80	
XEROX CORPORATION	Copier Lease	Base and 4	Yes- FSS	LaVerne Law	PO572740	PO572740	0100	1030	85,000.00	77,365.44	
							0610	1030	10,000.00	9,983.19	

LEGEND

- Non-Competitive- \$10K or Less
- DCSS- DC Supply Schedule
- RFP- Request for Proposal
- Exempt from Competetion- PPRA 413
- MOU- Memorandum of Understanding
- IFB- Invitation for Bid
- BPA- Planket Purchase Agreement
- FSS Federal Supply Schedule/GSA
- RFQ- Request for Quote

DHCD DC Council Performance Oversight Public Hearing Responses

18. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to significant financial liability or will result in a change in agency practices, and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issues involved in each case.

<u>Case Name/Case Number</u>	<u>Case Description</u>	<u>Status</u>
Maria D. Russell v. DC 16-cv-1497	Wrongful termination claim filed under the Americans with Disabilities Act of 1990, DC Human Rights Act, DC Family and Medical Leave Act	Pending.
Acosta v. DHCD et al. 2012 CA 007712B	Whistleblower complaint	DC filed Motion for Summary Judgment 12/21/18
Acosta v. DC et al.	Employment discrimination	DC filed Partial Motion to Dismiss
Pamela Johnson v. The District of Columbia 2018 CA No. 18-399	Age discrimination suit	District responded to interrogatories in September 2018.

Department of Housing and Community Development FY2018

Agency Department of Housing and Community Development

Agency Code DB0

Fiscal Year 2018

Mission The mission of the Department of Housing and Community Development (DHCD) is to create and preserve opportunities for affordable housing and economic development and to revitalize underserved communities in the District of Columbia.

2018 Strategic Objectives

Objective Number	Strategic Objective	# of Measures	# of Operations
1	Increase New Affordable Housing Opportunities.	12	3
2	Preserve Existing Affordable Housing Stock.	6	2
3	Promote community development activities.	8	7
4	Create and maintain a highly efficient, transparent and responsive District government.**	9	0
TOT		35	12

2018 Key Performance Indicators

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target
1 - Increase New Affordable Housing Opportunities. (12 Measures)									
Percent of loans at least one year old in good standing	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	92%	87.5%	85%
Percent of development finance projects that close within 12 months of selection	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	80%	15%	50%
Percent of IZ lotteries held in 17 calendar days or less after receiving a notice of availability	<input type="checkbox"/>	100%	95%	67%	95%	81.5%	100%	97.3%	100%
Number of Homebuyer Purchase Assistance Program loans	<input type="checkbox"/>	130	210	187	225	212	225	307	225
Average number of days between Rental Housing Commission hearing a new case and final decision	<input type="checkbox"/>	471	90	89	90	30.8	50	45.8	60
Percent of HPAP loans that close within 60 calendar days after sales contract approval	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	80%	40.8%	80%
Percent of HPAP loans subordinated within 45	<input type="checkbox"/>	Not	Not	Not	Not	Not	80%	60.3%	80%

calendar days upon receipt of a complete subordination package	<input type="checkbox"/>	available	available	Available	Available	Available			
Number of total new construction affordable rental housing units funded	<input type="checkbox"/>	929	1405	401	900	895	500	554	500
Met HPTF Statutory Requirements - 30% AMI	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	40%	35.5%	40%
Met HPTF Statutory Requirements - 50% AMI	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	40%	31%	40%
Met HPTF Statutory Requirements - 80% AMI	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	20%	15%	20%
Number of affordable homeownership units produced or preserved	<input type="checkbox"/>	35	197	163	200	116	30	48	30
2 - Preserve Existing Affordable Housing Stock. (6 Measures)									
Average number of calendar days for compliance review	<input type="checkbox"/>	Not available	50	30	50	37	45	27	45
Percent of Single Family Rehabilitation/Lead Safe Washington projects that start construction within 6 months after DHCD receives the application	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	80%	67.5%	65%
Number of affordable single-family homeownership units rehabbed from Single Family Rehab/Lead Safe Programs	<input type="checkbox"/>	54	90	76	110	85	100	108	135
Number of affordable rental housing units preserved (rehabbed)	<input type="checkbox"/>	195	1005	816	1000	293	780	1417	780
Percent of hardship petitions processed within 90 calendar days	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	100%	100%	100%
Number of total affordable housing units preserved through OPA acquisition assistance program	<input checked="" type="checkbox"/>	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	New Measure
3 - Promote community development activities. (8 Measures)									
Percent of Storefront Facade projects that complete within 10 weeks after pre-construction approval	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	80%	30%	75%
Number of Section 3 Jobs Created	<input type="checkbox"/>	23	25	24	25	29	25	27	25
Percent of required Asset Management site visits completed	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	100%	100%	100%
Median Number of Months Property is in DHCD's	<input type="checkbox"/>	63	Not	57	Not	Not	40	39	40

portfolio	<input type="checkbox"/>		available		Available	Available			
Number of storefront facades improved	<input type="checkbox"/>	26	40	36	40	26	40	32	40
Number of capacity-building workshops given to organizations	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	25	11	10
Number of properties disposed that were developed by DHCD (Turn-Key)	<input type="checkbox"/>	Not available	12	0	3	1	5	2	5
Percent of TOPA notices received listed in a published online report on DHCD's website within two weeks	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	100%	100%	100%

**We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

2018 Operations

Operations Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic Initiatives
1 - Increase New Affordable Housing Opportunities. (3 Activities)					
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
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	6
TOT				4	8

2 - Preserve Existing Affordable Housing Stock. (2 Activities)					
NEIGHBORHOOD BASED ACTIVITIES	Home Rehab Assistance	<p>Single Family Residential Rehabilitation (SFRRP) 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. SFRRP 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</p> <p>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.</p>	Daily Service	2	2
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	1
TOT				3	3
3 - Promote community development activities. (7 Activities)					
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	1
Housing Regulation Oversight	Housing Regulation Administration and Rental Housing Commission	<p>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.</p> <p>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</p>	Daily Service	2	0

		matters.			
Program Monitoring	Program Monitoring	<p>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.</p> <p>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.</p>	Daily Service	2	1
COMMUNITY DEVELOPMENT	Foster Small Business Development	<p>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.</p>	Daily Service	1	1
HOUSING RESOURCE CENTER	Housing Resource Center	<p>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.</p>	Daily Service	1	1
NEIGHBORHOOD BASED ACTIVITIES	Housing Counseling	<p>Residential and Community Services works through Community Based Organizations (CBO) to provide comprehensive housing counseling services and other community economic development activities.</p>	Daily Service	1	0
PROPERTY MANAGEMENT	Maintain DHCD's property portfolio	<p>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,</p>	Daily Service	2	1

		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.			
TOT				11	5
TOT				18	16

2018 Workload Measures

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 Actual
1 - Affordable Housing Project Financing (2 Measures)					
Number of loan closings	<input type="checkbox"/>	24	24	28	28
Number of financial applications submitted	<input type="checkbox"/>	23	31	43	48
1 - Down Payment Assistance (1 Measure)					
Number of HPAP applications received	<input type="checkbox"/>	565	578	661	767
1 - Inclusionary Zoning (1 Measure)					
Number of IZ units available for occupancy	<input type="checkbox"/>	34	124	191	149
2 - Home Rehab Assistance (2 Measures)					
Number of Single Family Rehab applications received	<input type="checkbox"/>	45	50	51	59
Number of Lead Safe Washington applications received	<input type="checkbox"/>	22	37	18	26
2 - Rental Conversion and Sales (1 Measure)					
Number of TOPA notices processed	<input type="checkbox"/>	1389	1558	1554	1345
3 - Foster Small Business Development (1 Measure)					
Number of small business technical assistance sessions	<input type="checkbox"/>	1525	5148	4077	10,503

3 - Housing Counseling (1 Measure)					
Number of housing counseling sessions given	<input type="checkbox"/>	21,960	30,267	32,736	24,281
3 - Housing Regulation Administration and Rental Housing Commission (2 Measures)					
Number of Rental Housing Commission appeals disposed	<input type="checkbox"/>	25	28	17	16
Number of hardship petitions received	<input type="checkbox"/>	5	1	Not Available	2
3 - Housing Resource Center (1 Measure)					
Number of customers who utilize the Housing Resources Center	<input type="checkbox"/>	5321	6589	6589	6338
3 - Maintain DHCD's property portfolio (2 Measures)					
Number of properties acquired	<input type="checkbox"/>	24	5	8	4
Number of total properties disposed	<input type="checkbox"/>	21	1	1	6
3 - Portfolio and Asset Management (2 Measures)					
Number of loans serviced by a third-party vendor	<input type="checkbox"/>	7514	7536	7744	31,380
Number of submitted financial reviews	<input type="checkbox"/>	10	15	145	285
3 - Program Monitoring (2 Measures)					
Number of compliance reviews completed	<input type="checkbox"/>	Not available	198	198	119
Number of Davis Bacon inspections	<input type="checkbox"/>	Not available	170	170	115

Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Increased EAHP Funding	<p>In FY18, DHCD will ensure the new program enhancements law and regulations will be in effect. DHCD in conjunction with the Office of the Deputy Mayor for Public Safety and Justice (DMPSJ), will implement housing program enhancements to the Employee Assistance Housing Program (EAHP) for first responders.</p> <p>In FY18, DHCD will increase the amount of EAHP funding available for eligible district employees to \$20,000 per case from</p>	09-30-2018

	<p>current \$10,000.</p> <p>In FY18, DHCD will implement the expansion of the Down Payment Matching Funds.</p> <p>In FY18, DHCD will make available a grant of up to \$10,000 to provide financial assistance for the purchase of a housing unit to each First-responder who is a Participant. The First-responder Participant must agree to a 5-year service obligation</p> <p>If FY18, DHCD will budget increased by \$1 million dollars for the implementation of these programs.</p>	
Establish a Preservation Unit	<p>In FY18, DHCD will 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.</p> <p>In FY18, DHCD will hire Preservation Officer & Program Analyst In FY18, DHCD will set-up program structure and operational guidelines</p>	09-30-2018
Commitment of local and Federal Resources	<p>In FY18, 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 FY18:</p> <p>In FY18, DHCD will update Qualified Allocation Plan (QAP) annually to ensure that the allocation of its low income tax credits aligns with the market.</p> <p>In FY18, DHCD will release two Request for Proposals (RFP) per year, which will increase the number of potential applicants /projects requiring funding.</p> <p>In FY18, DHCD will expend enough funds to reduce its fund balance.</p>	09-30-2018
Public Private Preservation Fund	<p>In FY18, DHCD will provide seed funding to a Public-Private Preservation Fund to facilitate early investments while leveraging greater amounts of private capital to preserve affordable housing.</p>	09-30-2018
Small Properties Program	<p>In FY18, DHCD will redesign the current Small Buildings Program and use a less restrictive funding source, as the restrictions were a concern of potential applicants. This initiative will assist with smaller properties that have 5-50 units.</p> <p>Small Buildings Program Objective: The Department of Housing and Community Development (DHCD) and the Department of Consumer and Regulatory Affairs (DCRA) have joined together to minimize health risks in the home through Small Building Program.</p> <p>The partnership was created to improve housing conditions in the District by eliminating safety hazards and building sustainable housing choices. The program will enhance the existing services offered by the Department of Energy and Environment (DOEE) to reduce environmental hazards.</p>	09-30-2018
Implementation of DOPA	<p>In FY18, DHCD will identify funding for the implementation of the District Opportunity to Purchase Act or DOPA regulations. DOPA empowers the Mayor with the right to purchase housing accommodations consisting of 5 or more units and which 25% of the rental units are deemed affordable.</p>	09-30-2018
Improve TOPA	<p>In FY18, DHCD will improve preservation under the Tenant Opportunity to Purchase Act (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.</p>	09-30-2018

Program Merger	In FY18, DHCD will collapse the Single Family Residential Rehabilitation Program (SFRRP), Lead Safe, Safe at Home and Healthy Homes programs to report to one manager to create program efficiency and effectiveness. In FY18, DHCD will develop and publish a new consolidated and streamlined application process.	09-30-2018
Revamp RCS Program	In FY18, DHCD will higher new Rental Conversion and Sales Administrator. In FY18, DHCD will evaluate current operational procedures and update, as needed. In FY18, DHCD will implement technology solutions to enhance program (on-line forms and upgraded systems). In FY18, DHCD will launch Quick base mail log. In FY18, DHCD will review current legislation and regulations and recommend revisions, as appropriate.	09-30-2018
Small Business Development Upgrades	In FY18, DHCD will implement Microsoft Gifts or Quick base solution to assist with accepting and monitoring application submissions from community based organizations.	09-30-2018
Upgrade Housing Resource Center	In FY18, DHCD will upgrade DCHousing Searches.org to increase functionality and contain more affordable housing information for individuals utilizing the system. In FY18, DHCD will work to automate the HRC systems and resources.	09-30-2018
Implement "Getting to Zero" program	In FY18, DHCD will launch online property tracker to improve transparency and education about DHCD's property inventory. In FY18, DHCD will collaborate with the Department of Consumer and Regulatory Affairs (DCRA) to enforce vacant/blighted properties. In FY18, DHCD will place every property in its PADD portfolio into disposition.	09-30-2018
Implement PMD changes	In FY18, DHCD will hire 5 FTE's, added in the FY18 budget to address deficiencies identified in the 2017 Office of the District of Columbia Auditor (ODCA) Housing Production Trust Fund (HPTF) audit findings. In FY18, DHCD will review current program structure and make the appropriate adjustments to accommodate new staff and increase program oversight and compliance.	09-30-2018
Program Monitoring	In FY18, DHCD will meet 2018 Community Development Block Grant (CDBG) spending test and 2018 HOME Investments Partnership (HOME) commitment test. In FY18, DHCD will reduce A-133 audit findings from two to zero.	09-30-2018
Inclusionary Zoning	DHCD submitted emergency regulations for the Inclusionary Zoning (IZ) Program in FY17. In FY18, DHCD will ensure completion of permanent regulations by 1st quarter.	09-30-2018

Department of Housing and Community Development FY2018

FY2018 Performance Accountability Report

The Performance Accountability Report (PAR) measures each agency's performance for the fiscal year against the agency's performance plan and includes major accomplishments, updates on initiatives, and key performance indicators (KPIs).

Mission

The mission of the Department of Housing and Community Development (DHCD) is to create and preserve opportunities for affordable housing and economic development and to revitalize underserved communities in the District of Columbia.

Summary of Services

Rental Conversion and Sale Division: Administers the Rental Housing Conversion and Sale Act of 1980 and the Condominium Act of 1976. Housing Regulation Administration: Administers residential housing regulations relating to condominium and cooperative conversions, rent adjustment procedures, licensing and other related matters. HRA also manages the Housing Resource Center. Development Finance Division: Provides funding for the development of rental, homeownership and community facility developments that serve District of Columbia neighborhoods. Property Acquisition and Disposition Division: 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. Residential and Community Services Division: Provides funding for programs focused on housing needs and neighborhood revitalization. Portfolio and Asset Management Division: Manages the allocation of Low Income Housing Tax Credits and provides portfolio management oversight to outstanding loans. Office of Program Monitoring: Conducts oversight and reviews of DHCD projects and funding recipients. Rental Housing Commission: Charged with enforcing the Rental Housing Act of 1985.

FY18 Top Accomplishments

What is the accomplishment that your agency wants to highlight?	How did this accomplishment impact residents of DC?	How did this accomplishment impact your agency?
Mayor Bowser announced that in FY 2018, we committed almost \$168 million to 25 affordable housing projects just from the HPTF. Since January 1, 2015, DHCD has invested over \$471 million (almost \$1/2 billion) in HPTF to produce and or preserve over 5,200 units of affordable housing.	This represents safe and affordable housing from HTPF investments for over 11,600 residents—including individuals, families, our seniors, and veterans.	DHCD has met, and exceeded, the Mayor's charge to aggressively achieve her vision of affordable housing in all eight wards.
DHCD hosted an event to celebrate the 40th anniversary of the Home Purchase Assistance Program (HPAP) with past recipients and partners. The law became effective Sept. 12, 1978.	Over the history of the HPAP program, it has assisted over 7,700 households with first-time homeownership.	DHCD received positive media coverage (Washington Post and Urban Turf) and positive coverage in social media.
Seeing a Tiny House in Action: Learn how this housing trend can fit into the DC housing landscape, through a demonstration project and community education project. In partnership with the DC Students Construction Trades Foundation, featuring the Minim House built by students in the Academy of Construction and Design at IDEA Public Charter School in Northeast D.C.	Academy students are learning about the same safety practices and procedures that are required on commercial and residential construction sites. The tiny house demonstration project will offer interactive programs and information about energy-efficiency, conservation, and sustainable living for District residents of all ages.	This was Action Point 5 in Mayor Bowers's Vacant to Vibrant initiative that was announced December 15, 2017. This initiative also received positive media coverage from NBC 4, WTOP, Urban Turf, Curb DC and Real Estate Rama.

2018 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.**

2018 Key Performance Indicators

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
1 - Increase New Affordable Housing Opportunities. (12 Measures)									
Percent of HPAP loans that close within 60 calendar days after sales contract approval	Quarterly	80%	72%	53%	76%	90%	72.8%	Nearly Met	There may be some confusion with this KPI and the one that reads % of loans that close within 45 calendar days after sales contract approval.
Percent of IZ lotteries held in 17 calendar days or less after receiving a notice of availability	Annually	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	89.3%	Unmet	The Notices of Availability were incomplete when received from the developer and it took time to clarify those details before a lottery could be conducted. This impacted 8 IZ units.
Average number of days between Rental Housing Commission hearing a new case and final decision	Annually	60	Annual Measure	Annual Measure	Annual Measure	Annual Measure	210	Unmet	The Commission was without a quorum from late June 2018 to mid August 2018.
Percent of HPAP loans subordinated within 45 calendar days upon receipt of a complete subordination package	Quarterly	80%	89%	100%	0%	0%	47.3%	Unmet	No complete HPAP subordination requests were received during Q3 and Q4.
Percent of development finance projects that close within 12 months of selection	Annually	50%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	19.2%	Unmet	In FY18, the Department of Housing and Development Finance Division (DFD) closed 5 out of 26 projects within 12 months of selection or 19% of projects that closed in FY18. DFD did not meet this goal primarily due to individual project challenges, from waiting on permits to solving financing gaps.
Percent of loans at least one year old in good standing	Annually	85%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	90%	Met	

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
Number of Homebuyer Purchase Assistance Program loans	Quarterly	225	81	85	89	96	351	Met	
Number of total new construction affordable rental housing units funded	Quarterly	500	137	118	71	283	609	Met	
Met HPTF Statutory Requirements - 30% AMI	Quarterly	40%	13%	14%	52%	228%	76.8%	Met	
Met HPTF Statutory Requirements - 50% AMI	Quarterly	40%	53%	86%	127%	172%	109.5%	Met	
Met HPTF Statutory Requirements - 80% AMI	Quarterly	20%	0%	0%	11%	44%	13.8%	Met	
Number of affordable homeownership units produced or preserved	Quarterly	30	0	14	18	32	64	Met	
2 - Preserve Existing Affordable Housing Stock. (6 Measures)									
Number of affordable single-family homeownership units rehabbed from Single Family Rehab/Lead Safe Programs	Quarterly	135	24	12	4	21	61	Unmet	The Lead Safe Washington (LSW) program estimates for units rehabbed have consistently been higher than the Single Family Residential Rehabilitation Program (SFRRP) estimates. In FY 18, the LSW federal grant ended in July, and that impacted the total number of units rehabbed. In FY18, SFRRP prioritized older, more complicated cases, which required longer construction times and utilized more staff time. Finally, in FY18 SFRRP implemented the Critical Home Repair Initiative (CHRI), a programmatic enhancement that was initially anticipated to be available in the 1st quarter of FY18 but was not executed until the end of the 3rd quarter.
Percent of Single Family Rehabilitation/Lead Safe Washington projects that start construction within 6	Quarterly	65%	10%	10%	0%	0%	5%	Unmet	The Department of Housing and Community Development Residential and Community Service Programs (RCS) has requested the following change in the KPI language

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
months after DHCD receives the application									modified for projects to close in 6 months of compliance approval.
Average number of calendar days for compliance review	Annually	45	Annual Measure	Annual Measure	Annual Measure	Annual Measure	38.25	Met	
Number of affordable rental housing units preserved (rehabbed)	Quarterly	780	109	502	160	124	895	Met	
Percent of hardship petitions processed within 90 calendar days	Annually	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	Met	
Number of total affordable housing units preserved through OPA acquisition assistance program	Quarterly	New Measure	49	0	14	330	393	No Target Set	
3 - Promote community development activities. (8 Measures)									
Percent of Storefront Facade projects that complete within 10 weeks after pre-construction approval	Annually	75%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	0%	Unmet	The KPI was modified in FY19 to reflect the way the funding is disbursed and the actual construction timeline. However 43 facade projects were completed in FY18.
Number of properties disposed that were developed by DHCD (Turn-Key)	Quarterly	5	0	0	0	0	0	Unmet	Four turn-key properties were awarded to CBE's in Q4 FY18 and will be developed by Q2 FY19.
Number of Section 3 Jobs Created	Annually	25	Annual Measure	Annual Measure	Annual Measure	Annual Measure	28	Met	
Percent of required Asset Management site visits completed	Annually	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	Met	
Median Number of Months Property is in DHCD's portfolio	Annually	40	Annual Measure	Annual Measure	Annual Measure	Annual Measure	40	Met	
Number of storefront facades improved	Quarterly	40	5	4	6	43	58	Met	
	Quarterly	10	3	4	9	10	26	Met	

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
Number of capacity-building workshops given to organizations									
Percent of TOPA notices received listed in a published online report on DHCD's website within two weeks	Quarterly	100%	100%	100%	100%	100%	100%	Met	

**We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

2018 Workload Measures

Measure	Freq	Q1	Q2	Q3	Q4	FY 2018
1 - Affordable Housing Project Financing (2 Measures)						
Number of loan closings	Quarterly	3	7	6	12	28
Number of financial applications submitted	Semi-Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	64
1 - Down Payment Assistance (1 Measure)						
Number of HPAP applications received	Quarterly	208	199	229	268	904
1 - Inclusionary Zoning (1 Measure)						
Number of IZ units available for occupancy	Quarterly	14	13	63	44	134
2 - Home Rehab Assistance (2 Measures)						
Number of Single Family Rehab applications received	Quarterly	15	24	27	33	99
Number of Lead Safe Washington applications received	Quarterly	5	10	6	0	21
2 - Rental Conversion and Sales (1 Measure)						
Number of TOPA notices processed	Quarterly	382	403	538	297	1620
3 - Foster Small Business Development (1 Measure)						

Measure	Freq	Q1	Q2	Q3	Q4	FY 2018
Number of small business technical assistance sessions	Quarterly	1130	3856	4585	2392	11,963
3 - Housing Counseling (1 Measure)						
Number of housing counseling sessions given	Quarterly	6507	12,410	10,087	7251	36,255
3 - Housing Regulation Administration and Rental Housing Commission (2 Measures)						
Number of Rental Housing Commission appeals disposed	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	11
Number of hardship petitions received	Quarterly	0	0	2	0	2
3 - Housing Resource Center (1 Measure)						
Number of customers who utilize the Housing Resources Center	Quarterly	1495	1403	987	1590	5475
3 - Maintain DHCD's property portfolio (2 Measures)						
Number of properties acquired	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	2
Number of total properties disposed	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	18
3 - Portfolio and Asset Management (2 Measures)						
Number of loans serviced by a third-party vendor	Quarterly	7925	8017	8051	8074	32,067
Number of submitted financial reviews	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1121
3 - Program Monitoring (2 Measures)						
Number of compliance reviews completed	Quarterly	38	10	40	18	106
Number of Davis Bacon inspections	Quarterly	21	26	55	37	139

2018 Strategic Initiatives

Title	Description	Complete to Date	Status Update	Explanation
AFFORDABLE HOUSING PROJECT FINANCING (6 Strategic initiatives)				

Title	Description	Complete to Date	Status Update	Explanation
Establish a Preservation Unit	<p>In FY18, DHCD will 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.</p> <p>In FY18, DHCD will hire Preservation Officer & Program Analyst In FY18, DHCD will set-up program structure and operational guidelines</p>	Complete	In Q4 of FY18, the Preservation Officer collaborated with DHCD staff to launch three major Preservation initiatives including the Small Buildings Program, the Preservation Fund and DOPA. Additionally, a part-time analyst and Capital City Fellow was hired to assist the Preservation Unit.	
Commitment of local and Federal Resources	<p>In FY18, 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 FY18:</p> <p>In FY18, DHCD will update Qualified Allocation Plan (QAP) annually to ensure that the allocation of its low income tax credits aligns with the market.</p> <p>In FY18, DHCD will release two Request for Proposals (RFP) per year, which will increase the number of potential applicants /projects requiring funding.</p> <p>In FY18, DHCD will expend enough funds to reduce its fund balance.</p>	Complete	In Q4 FY18, Mayor Bowser announced that in FY 2018, we committed almost \$168 million to 25 affordable housing projects just from the HPTF.	
Public Private Preservation Fund	In FY18, DHCD will provide seed funding to a Public-Private Preservation Fund to facilitate early investments while leveraging greater amounts of private capital to preserve affordable housing.	Complete	In Q4 of FY18, negotiations took place to finalize the grant agreement with both awarded fund managers. As a result, the allocated \$10 million were dispersed before the end of FY18 allowing both fund managers to commence the program. Each fund manager received \$5 million to be leveraged 3 to 1 with private funds bringing the total amount each one will manage to \$20 million (or \$40 million collectively). Both fund managers built a pipeline of prospective loans in order to quickly disperse funds in FY19.	
Small Properties Program	In FY18, DHCD will redesign the current Small Buildings Program and use a less restrictive funding source, as the	Complete	In Q4 of FY18, the program was relaunched as a recoverable grant for buildings with 5-20 units. A great deal of interest emerged from property	

Title	Description	Complete to Date	Status Update	Explanation
	<p>restrictions were a concern of potential applicants. This initiative will assist with smaller properties that have 5-50 units.</p> <p>Small Buildings Program Objective: The Department of Housing and Community Development (DHCD) and the Department of Consumer and Regulatory Affairs (DCRA) have joined together to minimize health risks in the home through Small Building Program.</p> <p>The partnership was created to improve housing conditions in the District by eliminating safety hazards and building sustainable housing choices. The program will enhance the existing services offered by the Department of Energy and Environment (DOEE) to reduce environmental hazards.</p>		<p>owners especially HUD supported properties and cooperatives. The application provided a number of challenges to property owners and hence, no applications were received in the last quarter. It is expected that applications will be received Q1 of FY19, after which solicitations will be created to review the scope of work for each prospective applicant as well as solicit contractors to complete the work.</p>	
Implementation of DOPA	<p>In FY18, DHCD will identify funding for the implementation of the District Opportunity to Purchase Act or DOPA regulations. DOPA empowers the Mayor with the right to purchase housing accommodations consisting of 5 or more units and which 25% of the rental units are deemed affordable.</p>	50-74%	<p>In Q4 of FY18, the DOPA regulations were finalized and submitted for final review to OAG and OPLA. Publishing of the regulations is expected in Q1 of FY19, after which an RFQ will be published to prequalify developers who will bid on properties we express interest in preserving through DOPA. A stakeholder meeting will officially launch the program in Q1 FY19.</p>	<p>In FY18, the DOPA regulations were revised to address comments received during the public comment period. The revised regulations will be published in the DC Register in Q1 FY19.</p>
Improve TOPA	<p>In FY18, DHCD will improve preservation under the Tenant Opportunity to Purchase Act (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.</p>	50-74%	<p>In Q4, the Preservation Officer worked with the Senior Policy Advisor to submit legislation that would assist LIHTC properties in year 15 to not have to undergo TOPA. This is a recommendation is a policy exemption from the Strike Force report will be submitted in Q3 of FY19.</p>	<p>Legislation will be submitted in Q3 of FY19.</p>
COMMUNITY DEVELOPMENT (1 Strategic Initiative)				
Small Business Development Upgrades	<p>In FY18, DHCD will implement Microsoft Gifts or Quick base solution to assist with accepting and monitoring application submissions from community based organizations.</p>	50-74%	<p>In Q4 of FY18, DHCD continues to use the retooled Quarterly Data Report through a third and fourth quarter pilot effort using Google Docs. Community Based Organizations (CBOs) is submitted data in real-time through Google Docs. DHCD will continue to evaluate options for online grant submission options.</p>	<p>In this fiscal year, DHCD tested the Quarterly Data Report option through Q3 and Q4. We will debrief about the modified tool</p>

Title	Description	Complete to Date	Status Update	Explanation
				and reevaluate other options.
HOUSING RESOURCE CENTER (1 Strategic Initiative)				
Upgrade Housing Resource Center	In FY18, DHCD will upgrade DCHousing Searches.org to increase functionality and contain more affordable housing information for individuals utilizing the system. In FY18, DHCD will work to automate the HRC systems and resources.	Complete	In Q4 FY18, DHCD redesigned the DCHousingSearch.org website. New features enables landlords and property owners to list and advertise their affordable rental units at no cost. DC residents receive free access to housing listings and can tailor their search for housing to include information on accessibility, wards, amenities, and other features.	
INCLUSIONARY ZONING PROGRAM (1 Strategic Initiative)				
Inclusionary Zoning	DHCD submitted emergency regulations for the Inclusionary Zoning (IZ) Program in FY17. In FY18, DHCD will ensure completion of permanent regulations by 1st quarter.	Complete	In Q1 FY18, the final Rulemaking for the revised IZ Regulations became final and were published in the DC Register on Dec. 29, 2017.	
NEIGHBORHOOD BASED ACTIVITIES (3 Strategic initiatives)				
Increased EAHP Funding	In FY18, DHCD will ensure the new program enhancements law and regulations will be in effect. DHCD in conjunction with the Office of the Deputy Mayor for Public Safety and Justice (DMPSJ), will implement housing program enhancements to the Employee Assistance Housing Program (EAHP) for first responders. In FY18, DHCD will increase the amount of EAHP funding available for eligible district employees to \$20,000 per case from current \$10,000. In FY18, DHCD will implement the expansion of the Down Payment Matching Funds. In FY18, DHCD will make available a grant of up to \$10,000 to provide financial assistance for the purchase of a housing unit to each First-	Complete	In FY18, the EAHP budget was increased and the First Responder program is being implemented.	

Title	Description	Complete to Date	Status Update	Explanation
	<p>responder who is a Participant. The First-responder Participant must agree to a 5-year service obligation</p> <p>If FY18, DHCD will budget increased by \$1 million dollars for the implementation of these programs.</p>			
Program Merger	<p>In FY18, DHCD will collapse the Single Family Residential Rehabilitation Program (SFRRP), Lead Safe, Safe at Home and Healthy Homes programs to report to one manager to create program efficiency and effectiveness.</p> <p>In FY18, DHCD will develop and publish a new consolidated and streamlined application process.</p>	Complete	Effective July 14, 2018, the HUD grant ended for Lead Safe Washington and the interim program manager is working with staff to complete the grant close-out requirements.	
PORTFOLIO AND ASSET MANAGEMENT (1 Strategic Initiative)				
Implement PMD changes	<p>In FY18, DHCD will hire 5 FTE's, added in the FY18 budget to address deficiencies identified in the 2017 Office of the District of Columbia Auditor (ODCA) Housing Production Trust Fund (HPTF) audit findings.</p> <p>In FY18, DHCD will review current program structure and make the appropriate adjustments to accommodate new staff and increase program oversight and compliance.</p>	75-99%	<p>In FY18, DHCD hired 5 FTE's, added in the FY18 budget to address deficiencies identified in the 2017 Office of the District of Columbia Auditor (ODCA) Housing Production Trust Fund (HPTF) audit findings.</p> <p>In FY18, DHCD reviewed current program structure and is making the appropriate adjustments to accommodate new staff and increase program oversight and compliance; new manuals are being drafted and standard operating procedures are being refined.</p>	In FY18, PMD hired staff but will continue to address audit findings cited in the Office of the District of Columbia Auditor (ODCA) Housing Production Trust Fund (HPTF) audit findings.
Program Monitoring (1 Strategic Initiative)				
Program Monitoring	<p>In FY18, DHCD will meet 2018 Community Development Block Grant (CDBG) spending test and 2018 HOME Investments Partnership (HOME) commitment test.</p> <p>In FY18, DHCD will reduce A-133 audit findings from two to zero.</p>	Complete	<p>In Q4 of FY18, DHCD met the CBBG spending test below the required ratio of 1.50 on August 2, 2018 with a ratio of 1.24.</p> <p>In Q4 of FY18, DHCD is on track to meet the October disbursement deadline for the HOME program (October 31, 2018.) all 2013 funds will</p>	

Title	Description	Complete to Date	Status Update	Explanation
			<p>be drawn by the deadline.</p> <p>In Q4 of FY18, DHCD implemented new time management controls in PeopleSoft as a corrective action to remediate the two 2017 time and attendance findings from the A-133 audit.</p>	
PROPERTY MANAGEMENT (1 Strategic Initiative)				
Implement "Getting to Zero" program	<p>In FY18, DHCD will launch online property tracker to improve transparency and education about DHCD's property inventory.</p> <p>In FY18, DHCD will collaborate with the Department of Consumer and Regulatory Affairs (DCRA) to enforce vacant/blighted properties.</p> <p>In FY18, DHCD will place every property in its PADD portfolio into disposition.</p>	50-74%	<p>In Q4, all PADD properties are in some form of disposition. At the end of FY18, PADD closed and/or transferred 18 properties, awarded four turn-key properties to CBEs and opened the tiny house demonstration site, in conjunction with IDEA Public Charter School. In Q1 of FY19, PADD will close 10 additional auction properties, begin construction on four turn-key properties and accept responses for three solicitations to develop affordable housing.</p>	<p>This initiative was launched in December 2017 and will report out on its success in December 15, 2018.</p>
RENTAL CONVERSION AND SALES DIVISION (1 Strategic Initiative)				
Revamp RCS Program	<p>In FY18, DHCD will higher new Rental Conversion and Sales Administrator.</p> <p>In FY18, DHCD will evaluate current operational procedures and update, as needed.</p> <p>In FY18, DHCD will implement technology solutions to enhance program (on-line forms and upgraded systems).</p> <p>In FY18, DHCD will launch Quick base mail log.</p> <p>In FY18, DHCD will review current legislation and regulations and recommend revisions, as appropriate.</p>	75-99%	<p>In Q4 FY18, DHCD has not hired a new Rental Conversion and Sales Administrator but will initiate the search in Q1 FY19.</p> <p>In Q4 FY18, RCS has updated operational procedures related to the processing of condo registrations to reduce processing time. The division has is now providing weekly information to CBOs and the public about TOPA notices .</p> <p>In Q4 FY18, RCS has made some rental conversion and sales forms fillable via the DHCD website which reduces processing times by eliminating delays via mail.</p> <p>I</p>	<p>The search to hire a new Rental Conversion and Sales Administrator will be initiated in Q1 of FY19.</p>

Department of Housing and Community Development FY2019

Agency Department of Housing and Community Development

Agency Code DB0

Fiscal Year 2019

Mission The mission of the Department of Housing and Community Development (DHCD) is to create and preserve opportunities for affordable housing and economic development and to revitalize underserved communities in the District of Columbia.

2019 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.

2019 Key Performance Indicators

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
1 - Increase New Affordable Housing Opportunities. (12 Measures)					
Percent of loans at least one year old in good standing	Up is Better	Not Available	87.5%	90%	85%
Percent of development finance projects that close within 12 months of selection	Up is Better	Not Available	15%	19.2%	50%
Percentage of IZ lottery notifications sent to households within 7 days after receipt of confirmation from owner of satisfactory registration on dchousingsearch.org	Up is Better	81.5%	97.3%	89.3%	100%
Number of Homebuyer Purchase Assistance Program loans	Up is Better	212	307	351	325
Average number of days between Rental Housing Commission hearing a new case and final decision	Down is Better	30.8	45.8	210	60
Percent of HPAP loans that close within 15 days after final lender package is received.	Up is Better	Not Available	40.8%	72.8%	80%
Percent of HPAP loans subordinated within 45 calendar days upon receipt of a complete subordination package	Up is Better	Not Available	60.3%	47.3%	80%
Number of total new construction affordable rental housing units funded	Up is Better	895	554	609	500
Met HPTF Statutory Requirements - 30 percent AMI	Up is Better		35.5%	76.8%	40%

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
		Not Available			
Met HPTF Statutory Requirements - 50 percent AMI	Up is Better	Not Available	31%	109.5%	40%
Met HPTF Statutory Requirements - 80 percent AMI	Down is Better	Not Available	15%	13.8%	20%
Number of affordable homeownership units produced or preserved	Up is Better	116	48	64	30
2 - Preserve Existing Affordable Housing Stock. (6 Measures)					
Average number of calendar days for compliance review	Down is Better	37	27	38.25	45
Percent of Single Family Rehabilitation/Lead Safe Washington projects that start construction within 6 months after DHCD receives compliance approval.	Up is Better	Not Available	67.5%	5%	65%
Number of affordable single-family homeownership units rehabbed from Single Family Rehab/Lead Safe Programs	Up is Better	85	108	61	135
Number of affordable rental housing units preserved (rehabbed)	Up is Better	293	1417	895	780
Percent of hardship petitions processed within 90 calendar days	Up is Better	Not Available	100%	100%	100%
Number of total affordable housing units preserved through OPA acquisition assistance program	Up is Better	Not Available	Not Available	393	Waiting on Data
3 - Promote community development activities. (7 Measures)					
Percent of Storefront Facade projects that are completed within 10-24 weeks after Notice to Proceed.	Up is Better	Not Available	30%	0%	75%
Number of Section 3 Jobs Created	Up is Better	29	27	28	25
Percent of required Asset Management site visits completed	Up is Better	Not Available	100%	100%	100%
Median Number of Months Property is in DHCD's portfolio	Down is Better	Not Available	39	40	40
Number of storefront facades improved	Up is Better	26	32	58	30
Number of properties developed by DHCD (Turn-Key)	Up is Better	1	2	0	5
Percent of Tenant Opportunity Purchase Assistance (TOPA) notices received listed in a published online report on DHCD's website within two weeks	Up is Better	Not Available	100%	100%	100%
4 - Create and maintain a highly efficient, transparent and responsive District government. (9 Measures)					

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
HR MANAGEMENT - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft (Updated by OCA)	Up is Better	Not Available	No data available	90.7%	Not Available
HR MANAGEMENT - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft (Updated by OCA)	Up is Better	Not Available	84.8%	Waiting on Data	Not Available
FINANCIAL MANAGEMENT - Quick Payment Act Compliance - Percent of QPA eligible invoices paid within 30 days (Updated by OCA)	Up is Better	Not Available	No data available	Waiting on Data	Not Available
FINANCIAL MANAGEMENT - Percent of local budget de-obligated to the general fund at the end of year (Updated by OCA)	Down is Better	19.3%	7.9%	Waiting on Data	Not Available
CONTRACTS AND PROCUREMENT - Average number of calendar days between requisition and purchase orders issued (Updated by OCA)	Up is Better	Not Available	8.7	Waiting on Data	Not Available
CONTRACTS AND PROCUREMENT - Percent of Small Business Enterprise (SBE) annual goal spent (Updated by OCA)	Up is Better	98.2%	101.1%	Waiting on Data	Not Available
IT POLICY AND FOIA COMPLIANCE - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal - (Updated by OCA)	Up is Better	Not Available	No data available	No applicable incidents	Not Available
IT POLICY AND FOIA COMPLIANCE - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension - (Updated by OCA)	Down is Better	9.3%	14.5%	Waiting on Data	Not Available
HR MANAGEMENT - Average number of days to fill vacancy from post to offer acceptance (Updated by OCA)	Down is Better	Not Available	Not Available	Not Available	New Measure

2019 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Increase New Affordable Housing Opportunities. (3 Activities)			
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
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

Operations Header	Operations Title	Operations Description	Type of Operations
AFFORDABLE HOUSING PROJECT FINANCING	Affordable Housing Project Financing	DHCD's Development Finance Division (DFD) 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 - Preserve Existing Affordable Housing Stock. (2 Activities)			
NEIGHBORHOOD BASED ACTIVITIES	Home Rehab Assistance	Single Family Residential Rehabilitation (SFRRP) 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. SFRRP 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.	Daily Service
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
3 - Promote community development activities. (7 Activities)			
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
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
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 Internal Revenue Service (IRS) on the Low	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
		Income Housing Tax Credits (LIHTC) Program and HUD on the HOME, Community Development Block Grant (CDBG) and ESG Programs, DHCD reports directly to them on issues of non-compliance.	
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
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
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
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

2019 Workload Measures

Measure	FY 2016	FY 2017	FY 2018
1 - Affordable Housing Project Financing (2 Measures)			
Number of loan closings	28	28	28
Number of financial applications submitted	43	48	64
1 - Down Payment Assistance (1 Measure)			

Measure	FY 2016	FY 2017	FY 2018
Number of HPAP applications received	661	767	904
1 - Inclusionary Zoning (1 Measure)			
Number of IZ units available for occupancy	191	149	134
2 - Home Rehab Assistance (2 Measures)			
Number of Single FamilyRehab applications received	51	59	99
Number of Lead Safe Washington applications received	18	26	21
2 - Rental Conversion and Sales (1 Measure)			
Number of TOPA notices processed	1554	1345	1620
3 - Foster Small Business Development (1 Measure)			
Number of small business technical assistance sessions	4077	10,503	11,963
3 - Housing Counseling (1 Measure)			
Number of housing counseling sessions given	32,736	24,281	36,255
3 - Housing Regulation Administration and Rental Housing Commission (2 Measures)			
Number of Rental Housing Commission appeals disposed	17	16	11
Number of hardship petitions received	Not Available	2	2
3 - Housing Resource Center (1 Measure)			
Number of customers who utilize the Housing Resources Center	6589	6338	5475
3 - Maintain DHCD's property portfolio (2 Measures)			
Number of properties acquired	8	4	2
Number of total properties disposed	1	6	18
3 - Portfolio and Asset Management (2 Measures)			
Number of loans serviced by a third-party vendor	7744	31,380	32,067

Measure	FY 2016	FY 2017	FY 2018
Number of submitted financial reviews	145	285	1121
3 - Program Monitoring (2 Measures)			
Number of compliance reviews completed	198	119	106
Number of Davis Bacon inspections	170	115	139

2019 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Affordable Housing Project Financing (5 Strategic initiatives)		
Commitment of local and Federal Resources	<p>In FY19, 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 FY19:</p> <p>In FY19, DHCD will release two Request for Proposals (RFP) per year, which will increase the number of potential applicants /projects requiring funding.</p> <p>In FY19, DHCD will expend enough funds to reduce its fund balance.</p>	09-30-2019
Public Private Preservation Fund	<p>In FY19, DHCD will launch the Preservation Fund, in partnership with Local Initiatives Support Corp. and Capital Impact Partners.</p> <p>In FY19, DHCD will fund, at least, 8 properties through the Preservation Program.</p> <p>The goal of this fund is to facilitate early investments while leveraging greater amounts of private capital to preserve affordable housing.</p>	09-30-2019
Small Properties Program	<p>In FY19, DHCD will utilize information collected from the FY18 Small Buildings Pilot Program to further redesign the program and identify additional less restrictive funding sources to release an RFP with increased funding availability. This initiative will assist with smaller properties that have 5-50 units.</p> <p>Small Buildings Program Objective: The Department of Housing and Community Development (DHCD) and the Department of Consumer and Regulatory Affairs (DCRA) have joined together to minimize health risks in the home through Small Building Program.</p> <p>The partnership was created to improve housing conditions in the District by eliminating safety hazards and building sustainable housing choices. The program will enhance the existing services offered by the Department of Energy and Environment (DOEE) to reduce environmental hazards.</p>	09-30-2019
Implementation of DOPA	<p>In FY19, the DHCD Preservation Unit beginning to review DOPA notices to determine if the district will exercise its rights. Currently, the district receives between 1-4 notices per month resulting in approximately, 25-50 notices potentially reviewed for DOPA eligibility this upcoming fiscal year.</p> <p>In FY19, DHCD will release an RFP to prequalified developers to determine interest in the properties being</p>	09-30-2019

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
	considered for preservation. The Preservation Unit is preparing to conduct approximately 25 RFPs for the fiscal year.	
Improve TOPA	In FY19, DHCD will improve preservation under the Tenant Opportunity to Purchase Act (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.	09-30-2019
Foster Small Business Development (1 Strategic Initiative)		
PADD ReBoot	<p>In FY19, DHCD will solicit the services of a contractor to devise a strategic plan to acquire and dispose of properties within a specified time frame.</p> <p>In FY19, PADD will monitor construction activities for the over 30 Vacant to Vibrant auction properties.</p> <p>In FY19, PADD will acquire, at least, 25 new properties.</p> <p>In FY19, DHCD intends to hire a PADD Program Manager.</p>	09-30-2019
Home Rehab Assistance (1 Strategic Initiative)		
Program Merger	<p>In FY19, DHCD will collapse the Single Family Residential Rehabilitation Program (SFRRP), Lead Safe, Safe at Home and Healthy Homes programs to report to one manager to create program efficiency and effectiveness.</p> <p>In FY19, DHCD will develop and publish a new streamlined application process for eligible DC residents.</p>	09-30-2019
Housing Resource Center (1 Strategic Initiative)		
Upgrade Housing Resource Center	In FY19, DHCD DCHousingSearch.org to increase functionality and contain more affordable housing information for individuals utilizing the system. In FY19, DHCD will work to automate the HRC system and resources.	12-31-2018
Inclusionary Zoning (1 Strategic Initiative)		
Inclusionary Zoning	<p>DHCD submitted emergency regulations for the Inclusionary Zoning (IZ) Program in FY17.</p> <p>In FY19, DHCD will ensure completion of permanent regulations by first (1st) quarter.</p>	12-31-2018
Rental Conversion and Sales (1 Strategic Initiative)		
Revamp RCS Program	<p>In FY19, DHCD will hire new Rental Conversion and Sales Administrator by 2nd Quarter of FY19.</p> <p>In FY19, DHCD will evaluate current operational procedures and implement technology solutions to enhance program (on-line forms and upgraded systems).</p> <p>In FY19, DHCD will review current legislation and regulations and recommend technical revisions by 4th Quarter of FY19.</p>	09-30-2019

Department of Housing and Community Development FY2019

Agency Department of Housing and Community Development

Agency Code DB0

Fiscal Year 2019

Mission The mission of the Department of Housing and Community Development (DHCD) is to create and preserve opportunities for affordable housing and economic development and to revitalize underserved communities in the District of Columbia.

2019 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.

2019 Key Performance Indicators

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
1 - Increase New Affordable Housing Opportunities. (12 Measures)					
Percent of loans at least one year old in good standing	Up is Better	Not Available	87.5%	90%	85%
Percent of development finance projects that close within 12 months of selection	Up is Better	Not Available	15%	19.2%	50%
Percentage of IZ lottery notifications sent to households within 7 days after receipt of confirmation from owner of satisfactory registration on dchousingsearch.org	Up is Better	81.5%	97.3%	89.3%	100%
Number of Homebuyer Purchase Assistance Program loans	Up is Better	212	307	351	325
Average number of days between Rental Housing Commission hearing a new case and final decision	Down is Better	30.8	45.8	210	60
Percent of HPAP loans that close within 15 days after final lender package is received.	Up is Better	Not Available	40.8%	72.8%	80%
Percent of HPAP loans subordinated within 45 calendar days upon receipt of a complete subordination package	Up is Better	Not Available	60.3%	47.3%	80%
Number of total new construction affordable rental housing units funded	Up is Better	895	554	609	500
Met HPTF Statutory Requirements - 30 percent AMI	Up is Better		35.5%	76.8%	40%

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
		Not Available			
Met HPTF Statutory Requirements - 50 percent AMI	Up is Better	Not Available	31%	109.5%	40%
Met HPTF Statutory Requirements - 80 percent AMI	Down is Better	Not Available	15%	13.8%	20%
Number of affordable homeownership units produced or preserved	Up is Better	116	48	64	30
2 - Preserve Existing Affordable Housing Stock. (6 Measures)					
Average number of calendar days for compliance review	Down is Better	37	27	38.25	45
Percent of Single Family Rehabilitation/Lead Safe Washington projects that start construction within 6 months after DHCD receives compliance approval.	Up is Better	Not Available	67.5%	5%	65%
Number of affordable single-family homeownership units rehabbed from Single Family Rehab/Lead Safe Programs	Up is Better	85	108	61	135
Number of affordable rental housing units preserved (rehabbed)	Up is Better	293	1417	895	780
Percent of hardship petitions processed within 90 calendar days	Up is Better	Not Available	100%	100%	100%
Number of total affordable housing units preserved through OPA acquisition assistance program	Up is Better	Not Available	Not Available	393	Waiting on Data
3 - Promote community development activities. (7 Measures)					
Percent of Storefront Facade projects that are completed within 10-24 weeks after Notice to Proceed.	Up is Better	Not Available	30%	0%	75%
Number of Section 3 Jobs Created	Up is Better	29	27	28	25
Percent of required Asset Management site visits completed	Up is Better	Not Available	100%	100%	100%
Median Number of Months Property is in DHCD's portfolio	Down is Better	Not Available	39	40	40
Number of storefront facades improved	Up is Better	26	32	58	30
Number of properties developed by DHCD (Turn-Key)	Up is Better	1	2	0	5
Percent of Tenant Opportunity Purchase Assistance (TOPA) notices received listed in a published online report on DHCD's website within two weeks	Up is Better	Not Available	100%	100%	100%
4 - Create and maintain a highly efficient, transparent and responsive District government. (9 Measures)					

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
HR MANAGEMENT - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft (Updated by OCA)	Up is Better	Not Available	No data available	90.7%	Not Available
HR MANAGEMENT - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft (Updated by OCA)	Up is Better	Not Available	84.8%	Waiting on Data	Not Available
FINANCIAL MANAGEMENT - Quick Payment Act Compliance - Percent of QPA eligible invoices paid within 30 days (Updated by OCA)	Up is Better	Not Available	No data available	Waiting on Data	Not Available
FINANCIAL MANAGEMENT - Percent of local budget de-obligated to the general fund at the end of year (Updated by OCA)	Down is Better	19.3%	7.9%	Waiting on Data	Not Available
CONTRACTS AND PROCUREMENT - Average number of calendar days between requisition and purchase orders issued (Updated by OCA)	Up is Better	Not Available	8.7	Waiting on Data	Not Available
CONTRACTS AND PROCUREMENT - Percent of Small Business Enterprise (SBE) annual goal spent (Updated by OCA)	Up is Better	98.2%	101.1%	Waiting on Data	Not Available
IT POLICY AND FOIA COMPLIANCE - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal - (Updated by OCA)	Up is Better	Not Available	No data available	No applicable incidents	Not Available
IT POLICY AND FOIA COMPLIANCE - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension - (Updated by OCA)	Down is Better	9.3%	14.5%	Waiting on Data	Not Available
HR MANAGEMENT - Average number of days to fill vacancy from post to offer acceptance (Updated by OCA)	Down is Better	Not Available	Not Available	Not Available	New Measure

2019 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Increase New Affordable Housing Opportunities. (3 Activities)			
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
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

Operations Header	Operations Title	Operations Description	Type of Operations
AFFORDABLE HOUSING PROJECT FINANCING	Affordable Housing Project Financing	DHCD's Development Finance Division (DFD) 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 - Preserve Existing Affordable Housing Stock. (2 Activities)			
NEIGHBORHOOD BASED ACTIVITIES	Home Rehab Assistance	Single Family Residential Rehabilitation (SFRRP) 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. SFRRP 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.	Daily Service
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
3 - Promote community development activities. (7 Activities)			
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
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
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 Internal Revenue Service (IRS) on the Low	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
		Income Housing Tax Credits (LIHTC) Program and HUD on the HOME, Community Development Block Grant (CDBG) and ESG Programs, DHCD reports directly to them on issues of non-compliance.	
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
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
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
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

2019 Workload Measures

Measure	FY 2016	FY 2017	FY 2018
1 - Affordable Housing Project Financing (2 Measures)			
Number of loan closings	28	28	28
Number of financial applications submitted	43	48	64
1 - Down Payment Assistance (1 Measure)			

Measure	FY 2016	FY 2017	FY 2018
Number of HPAP applications received	661	767	904
1 - Inclusionary Zoning (1 Measure)			
Number of IZ units available for occupancy	191	149	134
2 - Home Rehab Assistance (2 Measures)			
Number of Single FamilyRehab applications received	51	59	99
Number of Lead Safe Washington applications received	18	26	21
2 - Rental Conversion and Sales (1 Measure)			
Number of TOPA notices processed	1554	1345	1620
3 - Foster Small Business Development (1 Measure)			
Number of small business technical assistance sessions	4077	10,503	11,963
3 - Housing Counseling (1 Measure)			
Number of housing counseling sessions given	32,736	24,281	36,255
3 - Housing Regulation Administration and Rental Housing Commission (2 Measures)			
Number of Rental Housing Commission appeals disposed	17	16	11
Number of hardship petitions received	Not Available	2	2
3 - Housing Resource Center (1 Measure)			
Number of customers who utilize the Housing Resources Center	6589	6338	5475
3 - Maintain DHCD's property portfolio (2 Measures)			
Number of properties acquired	8	4	2
Number of total properties disposed	1	6	18
3 - Portfolio and Asset Management (2 Measures)			
Number of loans serviced by a third-party vendor	7744	31,380	32,067

Measure	FY 2016	FY 2017	FY 2018
Number of submitted financial reviews	145	285	1121
3 - Program Monitoring (2 Measures)			
Number of compliance reviews completed	198	119	106
Number of Davis Bacon inspections	170	115	139

2019 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Affordable Housing Project Financing (5 Strategic initiatives)		
Commitment of local and Federal Resources	<p>In FY19, 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 FY19:</p> <p>In FY19, DHCD will release two Request for Proposals (RFP) per year, which will increase the number of potential applicants /projects requiring funding.</p> <p>In FY19, DHCD will expend enough funds to reduce its fund balance.</p>	09-30-2019
Public Private Preservation Fund	<p>In FY19, DHCD will launch the Preservation Fund, in partnership with Local Initiatives Support Corp. and Capital Impact Partners.</p> <p>In FY19, DHCD will fund, at least, 8 properties through the Preservation Program.</p> <p>The goal of this fund is to facilitate early investments while leveraging greater amounts of private capital to preserve affordable housing.</p>	09-30-2019
Small Properties Program	<p>In FY19, DHCD will utilize information collected from the FY18 Small Buildings Pilot Program to further redesign the program and identify additional less restrictive funding sources to release an RFP with increased funding availability. This initiative will assist with smaller properties that have 5-50 units.</p> <p>Small Buildings Program Objective: The Department of Housing and Community Development (DHCD) and the Department of Consumer and Regulatory Affairs (DCRA) have joined together to minimize health risks in the home through Small Building Program.</p> <p>The partnership was created to improve housing conditions in the District by eliminating safety hazards and building sustainable housing choices. The program will enhance the existing services offered by the Department of Energy and Environment (DOEE) to reduce environmental hazards.</p>	09-30-2019
Implementation of DOPA	<p>In FY19, the DHCD Preservation Unit beginning to review DOPA notices to determine if the district will exercise its rights. Currently, the district receives between 1-4 notices per month resulting in approximately, 25-50 notices potentially reviewed for DOPA eligibility this upcoming fiscal year.</p> <p>In FY19, DHCD will release an RFP to prequalified developers to determine interest in the properties being</p>	09-30-2019

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
	considered for preservation. The Preservation Unit is preparing to conduct approximately 25 RFPs for the fiscal year.	
Improve TOPA	In FY19, DHCD will improve preservation under the Tenant Opportunity to Purchase Act (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.	09-30-2019
Foster Small Business Development (1 Strategic Initiative)		
PADD ReBoot	<p>In FY19, DHCD will solicit the services of a contractor to devise a strategic plan to acquire and dispose of properties within a specified time frame.</p> <p>In FY19, PADD will monitor construction activities for the over 30 Vacant to Vibrant auction properties.</p> <p>In FY19, PADD will acquire, at least, 25 new properties.</p> <p>In FY19, DHCD intends to hire a PADD Program Manager.</p>	09-30-2019
Home Rehab Assistance (1 Strategic Initiative)		
Program Merger	<p>In FY19, DHCD will collapse the Single Family Residential Rehabilitation Program (SFRRP), Lead Safe, Safe at Home and Healthy Homes programs to report to one manager to create program efficiency and effectiveness.</p> <p>In FY19, DHCD will develop and publish a new streamlined application process for eligible DC residents.</p>	09-30-2019
Housing Resource Center (1 Strategic Initiative)		
Upgrade Housing Resource Center	In FY19, DHCD DCHousingSearch.org to increase functionality and contain more affordable housing information for individuals utilizing the system. In FY19, DHCD will work to automate the HRC system and resources.	12-31-2018
Inclusionary Zoning (1 Strategic Initiative)		
Inclusionary Zoning	<p>DHCD submitted emergency regulations for the Inclusionary Zoning (IZ) Program in FY17.</p> <p>In FY19, DHCD will ensure completion of permanent regulations by first (1st) quarter.</p>	12-31-2018
Rental Conversion and Sales (1 Strategic Initiative)		
Revamp RCS Program	<p>In FY19, DHCD will hire new Rental Conversion and Sales Administrator by 2nd Quarter of FY19.</p> <p>In FY19, DHCD will evaluate current operational procedures and implement technology solutions to enhance program (on-line forms and upgraded systems).</p> <p>In FY19, DHCD will review current legislation and regulations and recommend technical revisions by 4th Quarter of FY19.</p>	09-30-2019

DRAFT

HUD FY2018

DHCD FY2019

ANNUAL

ACTION PLAN

FOR THE DISTRICT OF COLUMBIA

**Final Pending Approval of the U.S. Department of Housing
and Urban Development**

Brian Kenner
Deputy Mayor for Planning and Economic Development

Polly Donaldson, DHCD Director
1800 Martin Luther King Jr. Avenue SE
Washington, DC 20020

Table of Contents

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

PR-05 Lead and Responsible Agencies – 91.200(b)

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

AP-12 Participation – 91.105, 91.200(c)

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Anticipated Resources

Annual Goals and Objectives

AP-20 Annual Goals and Objectives – 91.220(c)(3) and (e) Goals Summary Information

Goal Descriptions

AP-35 Projects 91.220(d)

Introduction

AP-38 Project Summary

Project Summary Information

AP-50 Geographic Distribution – 91.220(f)

Affordable Housing

AP-55 Affordable Housing – 91.220(g) Introduction

AP-60 Public Housing – 91.220(h) Introduction

AP-65 Homeless and Other Special Needs Activities – 91.220(i) Introduction

AP-70 HOPWA Goals – 91.220 (l)(3)

AP-75 Action Plan Barriers to Affordable Housing – 91.220(j)

Introduction

AP-85 Other Actions – 91.220(k) 78

Introduction

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

This document serves as the Annual Action Plan of the Department of Housing and Community Development (DHCD) of the District of Columbia (the District) for the U.S. Department of Housing and Urban Development (HUD).

- **The Community Development Block Grant (CDBG) program** is the District's most flexible funding resource and can be used for both housing and non-housing activities, including those that revitalize neighborhoods, promote economic development, and improve community facilities, infrastructure and services in low-moderate income communities. DHCD anticipates receiving \$15,223,007 in HUD FY2018/DHCD FY2019.
- **The Emergency Solutions Grant (ESG) program** provides funding to support program and services for unaccompanied youth, individuals and families who are at-risk of homelessness or literally homeless. ESG funding can be distributed to support the following goals: outreach, HMIS administration, rapid-rehousing, prevention and emergency shelter services. The Department of Human Services (DHS) administers this program and historically used ESG funding to support rapidly rehousing families exiting shelter to permanent housing destinations. DHS anticipates \$1,241,749 in HUD FY2018/DHCD FY2019.
- **The Housing Opportunities for Persons with AIDS (HOPWA) program** makes grants to the District and nonprofit organizations for projects that benefit low-income persons living with HIV/AIDS and their families. The Department of Health (DOH) administers this program and anticipates \$11,221,025 in HUD FY2018/DHCD FY2019. HOPWA funds are distributed to the entire Washington, DC Eligible Metropolitan Statistical Area, including: the District, counties in Northern Virginia, Calvert, Charles and Prince George's Counties, Maryland and parts of West Virginia.
- **The HOME Investment Partnerships (HOME) program** supports building, buying, and/or rehabilitating affordable housing for rent and homeownership as well as providing direct rental assistance to low-income residents. DHCD anticipates receiving \$5,637,890 in HUD FY2018/DHCD FY2019.
- **The Housing Trust Fund (HTF) program** will complement existing District efforts to increase the supply of affordable housing for extremely low-income households, including homeless families and individuals, and persons with special needs. DHCD anticipates receiving \$3,000,000 in HUD FY2018/DHCD FY2019.

2. Summary of the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis, or the strategic plan.

The District is required to use HUD's Performance Outcome Measurement System, which enables HUD to collect and aggregate standardized performance data on federally funded entitlement activities from all grantees nationwide. This information is presented to Congress on the effectiveness of formula entitlement programs in meeting HUD's strategic objectives. The District is required by federal law to use housing and community development grant funds primarily to benefit low- and moderate-income persons in accordance with the following HUD objectives:

- **Provide decent housing:** Activities focused on housing programs where the purpose of the activity meets individual, family, or community needs and not programs where housing is an element of a larger community revitalization effort;
- **Establish and maintain a suitable living environment:** Activities designed to benefit families, individuals, and communities by addressing their living environment; and
- **Create economic opportunities:** Activities related to economic development, commercial revitalization, or job creation.
- **HAHSTA priority objectives are to house person's living with HIV/AIDS with housing vouchers in the Tenant Based Rental Assistance (TBRA) program:** The TBRA program allows clients to live independently in the private sector of rental housing within the HOPWA Eligible Metropolitan Statistical Area (EMSA). Additionally, HAHSTA has increased its supportive services program to ensure that intensive supports are in place to assist clients with maintaining stable housing and having access to other services within the community.

These objectives are combined with three performance outcome categories:

- **Accessibility/availability:** Activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities.
- **Affordability:** Activities that provide affordability in a variety of ways in the lives of low- and moderate-income people. They can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- **Sustainability:** Projects where the activity is aimed at improving communities or neighborhoods, increasing their livability by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple

activities or services that sustain communities or neighborhoods. Additional information can be found in the Executive Summary of the Consolidated Plan.

3. Evaluation of past performance

The District has made a significant impact with CDBG, HOME, ESG, and HOPWA funds. A commitment of District resources is often the catalyst used by community-based organizations as the basis for their fundraising efforts and leveraging private dollars for even greater impact. With the endorsement and financial commitment of the District, organizations are greatly strengthened in their ability to obtain donations from the community, foundations, and the private sector. Additionally, District funds are often used as “gap financing” to support important efforts after an organization’s fundraising capacity has been reached. Annual performance, projects funded, and entitlement resources expended are located in the CAPER.

Additional information on the past performance can be found in the Executive Summary of the Consolidated Plan.

4. Summary of Citizen Participation and Consultation Process

DHCD displays its draft of the CAPER on the agency’s website for the public to view. The public was allowed to participate in an informal question and suggestion setting during the agency’s annual Housing Expo. Two public hearings are held and those hearings are announced in the *Washington Post*, the city’s local newspaper, and Twitter; and notices are sent to the organizations that the agency does business with. Announcement boards of the hearings are also placed on Metro Buses and Metro Trains. At the hearings, citizens are allowed to testify and to ask questions. During the hearings copies of the draft for the citizens to view are made available and citizens are given 30 days to submit written comments.

A more detailed Summary of the Citizen Participation and Consultation Process is located in sections *PR-10: Consultation* and *PR-15: Citizen Participation*.

5. Summary of public comments

The wide range of perspectives in the public participation process pointed to the need for flexibility in the use of funds to address the District’s affordable housing gap, de-concentrate poverty, and provide neighborhood-based amenities in underserved communities. A more detailed summary of public comments will be added after the Annual Action Plan hearing on July 25, 2018.

6. Summary of comments or views not accepted and the reasons for not accepting them

Some comments fell outside the scope of the Annual Action Plan, including specific recommendations on inclusionary zoning, the local Housing Production Trust Fund, or projects that will not be receiving funds with federal entitlement resources. Comments will be transmitted to the appropriate District agencies.

PR-05 Lead and Responsible Agencies – 91.200(b)

- 1. Agency/entity responsible for preparing/administering the Consolidated Plan**
The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	WASHINGTON	Department of Housing and Community Development
HOPWA Administrator	DOH	Department of Health
ESG Administrator	DHS	Department of Human Services
HTF Administrator	DHCD	Department of Housing and Community Development
HOME Administrator	DHCD	Department of Housing and Community Development

Table 1 – Responsible Agencies

Narrative

Consolidated Plan Public Contact Information

Polly Donaldson, Director
Department of Housing and Community Development
1800 Martin Luther King Jr. Avenue, SE
Washington, DC 20020
Email: polly.donaldson@dc.gov
Phone: 202-442-7200

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

7. Introduction

DHCD, DOH, DHS and other agency partners have collaborated to enhance activities to serve the low-to-moderate income persons in the District of Columbia. DHCD will continue to collaborate with all of its partners to expand its focus on how to better meet affordable-housing and economic-development needs and goals of its stakeholders, target populations, and community-based partners.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

Executive functions are organized under the Mayor, City Administrator, and five additional Deputy Mayors who supervise clusters of agencies with similar missions. The City Administrator and the Deputy Mayors use periodic coordination meetings to align resources and activities to match mayoral administration priorities. Additionally, monthly Mayor’s Cabinet Meetings are used to further coordinate among the clusters of agencies. This system provides for continuous consultation and coordination between agencies. In addition, DHCD identified the following coordination efforts:

- **Development Decisions:** DHCD coordinates project-level decision-making for affordable housing projects that submit proposals under the District’s consolidated Notice of Funding Availability (NOFA). After initial evaluation a project proposal, DHCD staff presents project recommendations to an independent review panel, consisting of government representatives from both housing and service agencies and subject matter experts from the private and non-profit sectors. The review panel considers overall resource constraints and makes recommendations on which projects should be funded. After thorough underwriting, the project manager presents findings to a loan committee, which offers recommendations to the Director on whether to approve funding.
- **Interagency Council on Homelessness (ICH):** The ICH is a group of cabinet-level leaders, providers of homeless services, advocates, homeless and formerly homeless leaders that inform and guide the District’s strategies for meeting the needs of individuals and their families who are homeless or at imminent risk of becoming homeless.
- **Age-Friendly DC Task Force:** The Task Force is made up of community members and District Government cabinet members with extensive knowledge in at least one of the following subject areas: outdoor spaces and buildings, transportation, housing, social participation, respect and social inclusion, civic participation and employment, communication and information, community support and health services, emergency preparedness and resilience, and elder abuse, neglect, and fraud. Charged with developing District-wide recommendations for improvements and enhancements across

these topics, the task force submitted strategic goals that informed the final Age-Friendly DC Strategic Plan (2014-2017). The Task Force and subcommittees continue to meet regularly to track and monitor progress and to streamline programs and services.

- **Sustainable DC Interagency Task Forces:** Ten interagency task forces were developed to advance Sustainable DC, a plan to make the District the healthiest, greenest, and most livable city. The interagency work groups were staffed by 16 agencies and they recommended 131 actions that promote sustainability goals, including increasing affordable housing, making affordable housing greener, and strengthening the link between workforce development and green jobs.

While these work groups concluded in 2014, the Department of Energy and the Environment's Urban Sustainability Administration continues to monitor and track Plan benchmarks in a report annually.

- **Partnership for Healthy Homes:** A collaboration of multiple District agencies and private-sector partners focused on identifying homes with children that contain health and/or safety threats.

Describe coordination with the Continuum of Care (CoC) and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Guided by Homeward DC (2015-2020), the District's Strategic Plan for ending long-term homelessness, the ICH and the District's CoC, focus on five key strategies and 30 action items. The five committees include an Executive body, Strategic Planning, Emergency Response and Shelter Operations, Housing Solutions, and Data and Performance Management. Under the Strategic Planning Committee, work groups organize efforts to coordinate homeless services to singles, youth, families, and veterans. Singles and veterans use the same Coordinated Assessment and Housing Placement (CAHP) system but the veterans work group focuses on the Veteran By-Name List generated by the Singles CAHP. The Youth work group recently launched a youth-specific CAHP. The family system began operating a Family CAHP (F-CAHP) system in FY17 to best serve the needs of families participating in shelter services throughout the CoC. Through this process, families are matched to appropriate housing services based on outcomes of the F-SPDAT results and other vulnerabilities not identified through the assessment tool.

Describe consultation with the CoC that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS.

DHS, the recipient of ESG funds for the District consults with the District's CoC on ESG allocation. Since Fiscal Year 2012, ESG has been primarily utilized to support prevention and rapid rehousing activities for families experiencing homelessness. This allocation structure was derived from a

collective CoC decision, based on the assessed needs of families entering the CoC programs. Performance standards for ESG were developed based on family’s income at the time of receiving assistance either for rapid re-housing or prevention assistance and family’s ability to maintain housing after assistance. The operation and administration of HMIS is funded with local dollars and the development of the funding, policies, and procedures to operate and administer HIMS was based on HUD’s standards and requirements. DHS provides 90 percent of HMIS funding to supplement the small amount of federal funds TCP receives to support HMIS administration and operations.

8. Agencies, groups, organizations and others who participated in the process and consultations during the ConPlan

Table 2 – Agencies, Groups, Organizations That Participated

1	Agency/Group/Organization	DC Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Held a coordination meeting to enhance overlapping homeownership programs; provided language on Public Housing-Specific sections
2	Agency/Group/Organization	Office of the Deputy Mayor for Health
	Agency/Group/Organization Type	Other government – Local Planning organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided language for housing/service needs for older adults and persons with a disability; identified existing facilities and services for older adults and the District's unmet need; coordinated in the development of goals in SP-45 targeted to older adults;

3	Agency/Group/Organization	Department of Human Services
	Agency/Group/Organization Type	Other government – Local Grantee Department
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Developed language for ESG-specific strategies; furthered coordination between homeless goals, resulting in better connection between ESG resources and overarching federal and local spending goals
4	Agency/Group/Organization	DC Department of Behavioral Health
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided needed resources for content development of mental health needs and existing services/facilities
5	Agency/Group/Organization	DC Office of Planning
	Agency/Group/Organization Type	Other government – Local Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided needed data and mapping analysis for housing needs; helped align Consolidated Plan with existing District-wide plans

6	Agency/Group/Organization	DC Department of Consumer and Regulatory Affairs
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Market Analysis
	Briefly describe how the Agency/Group /Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided needed data on vacant and blighted properties; coordination informed “Address blighted property issues”
7	Agency/Group/Organization	DC Department of Health
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Market Analysis
	Briefly describe how the Agency/Group /Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Developed language for housing/service needs for persons living with HIV/AIDS (PLWHA), existing services/housing/facilities for PLWHA and their unmet need, and HOPWA-specific strategies in the Strategic Plan; coordination results in better connection between HOPWA resources and overarching federal and local spending goals
8	Agency/Group/Organization	DC Office of Aging
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Market Analysis
	Briefly describe how the Agency/Group/ Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	In coordination with the Age Friendly Initiative, provided needed data to develop content for older adults and persons with disabilities

9	Agency/Group/Organization	Office of the Deputy Mayor for Public
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided language on housing/service needs of victims of domestic violence
10	Agency/Group/Organization	Community-Based Organizations
	Agency/Group/Organization Type	Housing Services – Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community-Based Organizations (CBOs) joined DHCD in a targeted focus group on housing and small business issues; CBOs provided input on how DHCD's programs could be enhanced to better meet the needs of low- and moderate-income households and small businesses
11	Agency/Group/Organization	Inter-Agency Council on Homelessness
	Agency/Group/Organization Type	Services-homeless Other government - Local Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs – Chronically homeless Homeless Needs – Families with children Homelessness Needs – Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Developed language for the homeless needs, Institutional Delivery, and Strategy Sections; better alignment with city-wide homeless goals will help federal resources further action items/strategies outlined in Homeward DC

12	Agency/Group/Organization	The Community Partnership for the Prevention of Homelessness
	Agency/Group/Organization Type	Services – homeless
	What section of the Plan was addressed by	Homeless Needs – Chronically homeless
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussed point-in-time count and housing inventory count for inclusion into the plan
13	Agency/Group/Organization	Office of the Deputy Mayor for Planning and Economic Development
	Agency/Group/Organization Type	Other government – Local Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussed how affordable housing and community development goals can be better aligned between the two agencies.
14	Agency/Group/Organization	Department of Parks and Recreation
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Public Facility Strategy/Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Conversations focused on how DHCD and DPR can collaborate on targeted investments in underserved communities; consultation revealed that eligible census tracts under the CDBG program closely align with DPR facility needs.

15	Agency/Group/Organization	Department of Transportation
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Public improvements
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Conversations revolved around how DHCD and DDOT can collaborate on targeted investments in underserved communities
16	Agency/Group/Organization	Department of Energy and the Environment
	Agency/Group/Organization Type	Services – Housing Services – Health Other government – Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Lead-based Paint Strategy Community Resilience
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Developed content for utility burden, condition of housing, climate change resilience and sustainability requirements; coordinated with DHCD on “increase green building/sustainability/community resilience goals outlined in SP-45 (Consolidation Plan) and the Lead-Based Paint Strategy in SP-65 (Consolidation Plan); consultation will lead to better coordination, integration, and the identification and alignment of resources

17	Agency/Group/Organization	DC Water
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Public Facility Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided lead pipe data, language, and program suggestions on targeted investments in underserved communities or for low and moderate-income households
18	Agency/Group/Organization	HOPWA Service Providers
	Agency/Group/Organization Type	Services – Health Other government – Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs HOPWA Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	HASTA and HOPWA providers and jurisdiction representatives discussed the planning process of the Consolidated Plan; provider and jurisdiction representatives identified strengths and weaknesses of the HOPWA program and support service they identified barriers to providing services or implementing the program activities.
19	Agency/Group/Organization	DC Department of Public Works
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Public Improvements
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Conversations revolved around how DHCD and DPW can collaborate on targeted investments in underserved communities.

Identify any Agency Types not consulted and provide rationale for not consulting

DHCD consulted with DHS and DOH, who are also involved in housing and community development activities associated with the Consolidated Plan. An effort was made to contact and consult with a wide variety of agencies, groups, and organizations involved with or interested in affordable housing, homelessness, persons with special needs, and community and economic development. However, DHCD may have inadvertently missed interested parties.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Inter-Agency Council on Homelessness	Homeward DC (2015-2020): Prevent and end homelessness; increase the supply of affordable and supportive housing; increase the economic security of households in CoC System; increase prevention efforts to stabilize households before housing loss occurs
Housing Needs Assessment for DC	Office of the Deputy Mayor for Planning	Preserve existing federally and locally subsidized housing stock while expanding the supply of affordable housing; continue to streamline and improve development processes
Bridges to Opportunity	2012 Comprehensive Housing Strategy	Preserve existing federally and locally subsidized housing stock while expanding the supply of affordable housing; encourage affordable housing in high-opportunity areas; encourage green building techniques in new and existing housing development

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Age-Friendly (2014-2017)	Office of the Deputy Mayor for Health and Human Services	Develop a housing needs assessment for older adults, which will improve community development decisions during the consolidated planning period; Increase the availability of community-based living opportunities for older adults and persons living with a disability; Improve access to and enhance the number of neighborhood amenities; improve access to and enhance the number of neighborhood amenities; provide home modification programs for older adults to age in place
Sustainable DC (2012-2032)	Inter-Agency effort led by the Department of Energy and the Environment	Preserve federally and locally subsidized housing stock while expanding the existing supply of affordable housing; locate new affordable housing in high- opportunity areas (near transit); eliminate environmental health threats, such as mold, asbestos, lead, and carbon monoxide in the District's affordable housing; rehabilitate affordable housing to be green, healthy, and capable of meeting net-zero energy standards
Olmstead Plan	Office of Disability Rights	Integrate housing for residents with special needs, including seniors and disabled; evaluate and improve access to home modification programs; determine methodology to evaluate housing needs for individuals who have been referred to the Aging and Disability Resource Center because they want to live in the community

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Analysis of Impediments to Fair Housing Choice	DHCD	Latest Report (2006-2011) – Provide affordable housing opportunities and make targeted neighborhood investments that increase racial and ethnic diversity; DHCD will prioritize non-housing neighborhood investments in Racial/Ethnic Concentrated Areas of Poverty
CHASE Action Agenda	Office of Planning	Foster small and local business development; activities may include facade improvements or funding to non-profits for business incubators or temporary maker space
Housing Element-latest Comprehensive Plan	Office of Planning	Expand the affordable housing stock while preserving locally and federally subsidized housing stock; promote homeownership access through education and funding incentives for low and moderate-income households; integrate housing for residents with special needs, including seniors, disabled, homeless, persons living with HIV/AIDS, and ex-offenders
Creative Economy Strategy	Office of the Deputy Mayor for Planning	Foster small and local business development; activities may include incentives for developers to build make/live spaces for use by creative individuals and organizations or non-profits spaces/business incubators
Vision Zero	Department of Transportation	Increase safety of pedestrian-oriented transportation options

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Ward 5 Works Study	Office of Planning	Foster small and local business development through activities such as incentives for developers to build make/live spaces or non-profits to construct maker spaces/business incubators; improve access to increase the number of neighborhood amenities through activities such as landscape buffers or streetscape improvements
Climate Adaptation Plan	Department of Energy and the Environment	Climate-change plan identifies neighborhoods as well as specific community facilities and public housing properties that are vulnerable to climate change and recommends adaptation strategies to increase climate resilience; the plan ties directly to two goals in this document – to increase green building, sustainability, community resilience and to improve access to and increase the number of neighborhood facilities.
90/90/90/50	Department of Health	

Table 3 - Other Local/Regional/Federal Planning Efforts

Narrative

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The citizen participation process allows the agency to listen to the citizens and helps the agency to determine if there needs to be adjustments made to the goals. Some minor adjustments to the plan have been made due to citizen participation. Detailed information on citizen participation can be found in the Consolidated Plan.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Persons Living With HIV/AIDS				
3	Luncheon	Persons Living With HIV/AIDS	Held July 10, 2018			

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

HUD's Office of Community Planning and Development allocates CDBG, HOME, ESG, and HTF to DHCD. The DHS administers the ESG program.

HUD allocates HOPWA to DOH, which is distributed regionally to the Eligible Metropolitan Statistical Area – the District, counties and cities in Northern Virginia, Calvert, Charles, and Prince Georges Counties in Maryland, and Jefferson County in West Virginia. The regional HOPWA allocation is administered through and monitored by DOH, HIV/AIDS, Hepatitis, Sexually Transmitted Diseases, and Tuberculosis Administration (HAHSTA)

DRAFT

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public – federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$15,223,007	\$9,913,134	\$3,500,000	\$28,636,141	\$53,772,282	Total amounts to \$82,408,423; calculated projection based upon flat level program income and entitlement allocation. Amount is subject to change.
HOME	Public-federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	\$5,637,890	\$1,483,560	\$2,637,425	\$9,758,875	\$16,880,325	Total amounts to \$26,639,200 calculated projection based upon flat level program income and entitlement allocation. Amount is subject to change.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HTF	Public-federal	Multi-family rental new construction Multifamily rental rehab For the very-low and extremely low income persons	\$3,000,000	\$0	\$6,000,000	\$9,000,000	\$6,000,000	Total amounts to \$15,000,000 calculated projection based upon flat level program income and entitlement allocation. Amount is subject to change.
HOPWA	public – federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	\$11,221,025	0	\$4,786,849	\$16,007,874	\$22,442,050	In FY16, the total available funds to the HOPWA EMSA are \$15,035,862. Amounts are distributed as follows: Washington, District of Columbia – \$8,901,719; Northern Virginia Regional Commission – \$3,747,943; and Community Networks, Inc. – \$23,468.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public – federal	Rapid re-housing (rental assistance, 1st month's rent)	\$1,241,749	0	0	\$1,241,749	\$2,483,498	Total Amounts to \$2,483,498; calculation based upon flat level funding and entitlement allocation. Amount is subject to change.
Other	Public – local	Acquisition Admin and Planning Conversion and rehab for transitional housing. Economic Development Financial Assistance	\$9,800,000	0	0	\$9,800,000	0	
Other	public – local	Financial Assistance Short term or transitional housing facilities Supportive services	\$658,277	0	0	\$658,277	\$1,316,554	This local funding is used in conjunction with HOPWA to provide supportive services, transitional housing and short-term rental assistance.

Table 5 – Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied.

The District uses federal funds as well as local resources to create, preserve, and protect affordable housing and promote community development. The Housing Production Trust Fund (HPTF) has been administered by DHCD since 2002 and continues to serve as a key tool for preserving and developing affordable housing. The HPTF enables non-profit housing providers, mission-driven for-profit developers, and renters wishing to exercise their right to purchase under the Tenant Opportunity to Purchase Act (TOPA) the needed funds to improve, purchase, and develop property for affordable housing. In fiscal year 2016, the District invested an unprecedented \$100 million into the HPTF and has continued that investment. The *Housing Production Trust Fund Baseline Funding Amendment Act of 2014* supports at least \$100 million in appropriations for the HPTF annually.

Strong guidelines ensure the program services the District's diverse housing needs and 40 percent of the HPTF funds shall be designated for assisting households with incomes under 30 percent of the area median income (AMI), 40 percent of expenditures for households with incomes less than 50 percent AMI, and funded units remain affordable for an extended period of time. The balance of the funds serves households with incomes up to 80 percent of AMI. Due to the high proportion of cost-burdened renters in DC, at least 50 percent of HPTF must be for rental housing; and units receiving funds from HPTF must remain affordable – a minimum of 40 years for rental units and a range between five and 15 years for ownership units.

ESG Funds

ESG fund match will be provided through local funds allocated for its Family Re-Housing and Stabilization Program. The District invests over \$24 million annually in the Family Re-Housing and Stabilization Program (FRSP), the locally funded RRH program for families. Currently, through a contract with The Community Partnership for the Prevention of Homelessness, the District competitively awards RRH resources to provide case management to community-based organizations, faith-based organizations, and other non-profit service providers. DHS has a Memorandum of Understanding (MOU) with the District of Columbia Housing Authority (DCHA) to operate as a pass-through agency to use ESG funds to pay first-month's rent and security deposits directly to landlords to qualified ESG participants.

HOME Match

All recipients of HOME funds must contribute or match no less than 25 percent of HOME funds spent on affordable housing. As funds are draw down from HOME Funds, the District

incurs a *match liability*, which must be satisfied by the end of each fiscal year and adds to the resources available for HOME-assisted projects. During this consolidated planning period, the District will use the HPTF for HOME match requirements.

HOPWA Match

While HOPWA does not have a match requirement, HIV/AIDS, Hepatitis, STD, TB Admin's HOPWA program leverages local DC Appropriation, Federal Payment and federal-Ryan White funds to provide housing and support services to persons living with HIV/AIDS(PL WHA).

Program Income

Program-income dollars are collected monthly by DHCD for the CDBG program. Program income is derived primarily from loan repayments provided to citizens to assist in the purchase of homes or from developers provided to assist in the development of affordable housing and non-housing community development projects within the District

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan:

To further the affordable housing, sustainability, and targeted investments to affirmatively further fair housing choice, the Property Acquisition and Disposition Division (PADD) within DHCD works to decrease the number of vacant and abandoned residential properties in the District and transforms vacant and/or blighted properties into affordable housing opportunities and community assets. Currently, PADD's portfolio consists of more than 150 parcels of varying sizes, locations, and development potential and evaluates site disposition potential in the following ways:

- **Property Solicitations:** Attractive sites prime for development; some site assembly may be required by DHCD to encourage development;
- **Turn-Key:** The city builds or rehabs on public-owned land and then disposes of a fully built product ready for immediate use. Optimal turn-key sites are properties that are high-risk for development or make little economic sense for the private sector to invest, but are ideal for residential development. PADD may also use turn-key to explore special projects that further Agency goals, such as rigorous green building certifications on affordable homeownership opportunities.
- **Competitive Negotiated Sale:** PADD lists properties individually to facilitate faster disposition to small businesses and non-profit organizations and is ideal for small single-family lots or buildings.
- **Special Projects:** Special projects include community gardens, public art, recreational activities, and other non-housing community amenities. The economics, including the small lot size, awkward site topography, or the physical location, do not support housing development by either the private sector or the public sector through turn-key.

Vacant to Vibrant: DHCD placed approximately half of the over 90 sites currently in its [PADD](#) inventory in some form of disposition between January 2015 and December 2017. On December 15, 2017, a five-point DC initiative was launched to transform the balance of that inventory into vibrant and productive solutions, such as workforce housing and creative green space, and spur economic development.

The Disposition of District Land for Affordable Housing Act of 2013, which requires that public land dispositions with a housing component restrict a percentage of their project as affordable – 30 percent in locations within 1/2 mile of a metro station or 1/4 mile from a bus priority corridor/streetcar line, and 20 percent in all other areas. In housing built as rental, one-fourth of the affordable units shall be reserved for residents who earn less than 30 percent of AMI. The remainder of the affordable units shall be restricted to residents who earn less than 50 percent of AMI. In buildings with ownership units, half of the affordable units shall be restricted to residents who earn less than 50 percent of AMI and the other half of the affordable units shall be restricted to 80 percent or less.

A property sale will transform 809-813 Kennedy Street, NW in the Brightwood Park neighborhood of Ward 4 into affordable housing for seniors. DHCD is holding a public hearing to summarize the plans on July 25, 2018. The site was in a round of Solicitation for Offers issued by DHCD on June 1, 2016. The property was awarded to Dante's Partners/Gilbane Development Company JV, LLC, through a competitive selection process. The project will consist of 38 units for seniors. Each one bedroom/one bath unit will be targeted for seniors making no more than \$58,600 (50 percent of the AMI for 2018). The project will also contain over 1,000 square feet of ground floor retail.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives – 91.220(c)(3) and (e) Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Preserve Existing Supply of Affordable Housing	2016	2020	Affordable Housing		Affordable Housing Neighborhood Investments – AFFH Capacity-Building	CDBG: \$0 HOME: \$4,080,061	
2	Expand the Affordable Housing Stock	2016	2020	Affordable Housing Homeless Non-Homeless Special Needs		Affordable Housing Neighborhood Investments – AFFH	CDBG: \$3,500,000 HOME \$845,683.50 HTF \$2,700,000	Rental units constructed: 0 Household Housing Unit Homeowner Housing Added: 18 Household Housing Unit
3	Strengthen Homeownership Among Low/Mod HHs	2016	2020	Affordable Housing		Affordable Housing Neighborhood Investments – AFFH Capacity-Building	CDBG: \$3,202,231 \$5,175,678 HOME \$0	Public service activities for Low/Moderate Income Housing Benefit: 320 Households Assisted Homeowner Housing Rehabilitated: 100 Household Housing Unit Direct Financial Assistance to Homebuyers: 225 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Ensure Housing Stock is Safe/Healthy/Accessible	2016	2020	Affordable Housing Non-Homeless Special Needs		Affordable Housing Neighborhood Investments – AFFH Sustainability/ Green Building/ Community Resiliency	CDBG: \$0	Homeowner Housing Rehabilitated: 270 Household Housing Unit
5	Prevent and End Homelessness	2016	2020	Affordable Housing Homeless		Affordable Housing Homelessness	CDBG: \$0 ESG: \$1,143,736 HOME \$0	Rental units constructed: 250 Household Housing Unit Tenant-based rental assistance/ Rapid Rehousing: 250 Households Assisted
6	Transform Abandoned/Vacant Properties into Assets	2016	2020	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development		Affordable Housing Neighborhood Investments – AFFH	CDBG: \$0	Public Facility or Infrastructure Activities other than Low/ Moderate Income Housing Benefit: 0 Persons Assisted Homeowner Housing Added: 5 Household Housing Unit Other: 10 Other
7	Address Blighted and Sub-standard Property Issues	2016	2020	Affordable Housing		Affordable Housing Neighborhood Investments – AFFH	CDBG: \$0	Housing Code Enforcement/ Foreclosed Property Care: 0 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
8	Promote Energy-Efficiency/Community Resilience	2016	2020	Affordable Housing		Affordable Housing Neighborhood Investments – AFFH Sustainability/Green Building/Community Resiliency	CDBG: \$0	Homeowner Housing Rehabilitated: 0 Household Housing Unit
9	Enhance/Improve Access to Amenities Near Affordable Housing	2016	2020	Non-Housing Community Development		Neighborhood Investments – AFFH Sustainability/Green Building/Community Resiliency	CDBG: \$0	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 0 Households Assisted
10	Promote Effective Comm. Dev. – Planning/Research	2016	2020	Non-Housing Community Development		Plans/Studies	CDBG: \$0	Other: 1 Other
11	Strengthen Organizational Capacity of Non-Profits	2016	2020	Non-Housing Community Development		Capacity-Building	CDBG: \$0	Other: 1 Other
12	Foster Small and Local Business Development	2016	2020	Non-Housing Community Development		Neighborhood Investments – AFFH	CDBG: \$3,331,847 \$2,215,366	Public service activities other than Low/Moderate Income Housing Benefit: 30 Persons Assisted Facade treatment/business building rehabilitation: 35 Business

13	Expanding housing available to persons with HIV/AIDS	2016	2020	Homeless		Housing development for persons with HIV/AIDS	HOPWA: \$2,500,000	Housing for People with HIV/AIDS added: 15 Household Housing Unit
14	Housing homeless persons with HIV/AIDS	2016	2020	Homeless		Facility Housing	HOPWA: \$ 1,147,285	HIV/AIDS Housing Operations: 140 Household Housing Unit
15	Persons with HIV/AIDS obtaining rental housing	2016	2020	Non-Homeless Special Needs		Tenant Based Rental Assistance	HOPWA: \$9,287,413	Tenant-based rental assistance / Rapid Rehousing: 650 Households Assisted Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted
16	Persons with HIV/AIDS maintaining current housing	2016	2020	Non-Homeless Special Needs		Short Term Rent Mortgage and Utility Assistance	HOPWA: \$ 584,520	Homeless Person Overnight Shelter: 250 Persons Assisted
17	Persons with HIV/AIDS being self sufficient	2016	2020	Non-Homeless Special Needs		HIV/AIDS Supportive Services	HOPWA: \$1,688,348	Public service activities other than Low/Moderate Income Housing Benefit: 920 Persons Assisted
18	Linking Persons with HIV/AIDS to housing	2016	2020	Homeless Non-Homeless Special Needs		Housing Information and Referral Services	HOPWA: \$543,210	Public service activities other than Low/Moderate Income Housing Benefit: 6500 Persons Assisted

Table 6 - Goals Summary

Goal Descriptions

1	Goal Name	Preserve Existing Supply of Affordable Housing
	Goal Description	<p>“Preserving” Affordable Housing (vs. “new production”) means that the city is ensuring that existing housing units currently made affordable to low- and moderate-income households by virtue of federal, state, and local subsidies are not lost from the affordable housing stock. Typically this loss occurs when subsidies expire, when the conditions have deteriorated such that the properties are no longer eligible for subsidies, or when an owner wants to sell the property on the open market and seeks to terminate the contracts associated with the subsidies. To promote this goal, the District will increase efforts to better track subsidized housing, offer proactive outreach to residents and property owners, and foster collaborative partnerships with property owners to develop solutions for maintaining affordability.</p>
2	Goal Name	Expand the Affordable Housing Stock
	Goal Description	<p>Expanding the existing affordable housing stock with newly produced units will better meet the current unmet need for affordable housing. This goal also promotes funding for residents to exercise their right to purchase their property under the District’s local TOPA program. DHCD will also ensure Limited/No English Proficiency tenants understand their rights under the TOPA program and fair housing law. Throughout this Consolidated Planning period, the Consolidated Notice of Funding Availability will prioritize projects that increase the stock of permanent supportive housing, housing for families, housing restricted to households who earn less than 50 percent of the area median income, housing for older adults, persons with disabilities, mentally ill, victims of domestic violence, persons with HIV/AIDS, and other underrepresented groups.</p>

3	Goal Name	Strengthen Homeownership Among Low/Moderate Households
	Goal Description	<p>Includes activities that increases access to homeownership and maintains homeownership for low and moderate-income households. “Access” refers to financial assistance to purchase a home, housing counseling education, and fair housing enforcement and education. “Maintenance” refers to activities that sustain homeownership such that homeowners have tools to remain in their homes, including access to capital for needed home rehabilitation (emergency repairs, repairs as a result of natural disaster emergencies, remove barriers to accessibility, weatherization, renewables deployment, and energy and water efficiency measures), education about home maintenance and rehabilitation, and foreclosure prevention education. Activities will be targeted to low and moderate-income households and households with special needs populations.</p> <p>Expanding the existing affordable housing stock with newly produced units will better meet the current unmet need for affordable housing. This goal also promotes funding for residents to exercise their right to purchase their property under DC’s local TOPA program. DHCD will also ensure Limited/No English Proficiency tenants understand their rights under the TOPA program and fair housing law. The Consolidated Notice of Funding Availability will prioritize projects that increase the stock of permanent supportive housing, housing for families, housing restricted to households who earn less than 50 percent of AMI, housing for older adults, persons with disabilities, mentally ill, victims of domestic violence, persons with HIV/AIDS, and other underrepresented groups.</p>
4	Goal Name	Ensure Housing Stock is Safe/Healthy/Accessible
	Goal Description	<p>Promote long-term, community-based housing options for residents to age in place; promote actions that increase accessibility to persons with disabilities, decrease environmental hazards, such as lead-based paint or lead poisoned drinking water, and other hazards as part of the Healthy Homes Rating System. Also support policies and programs that increase a community's ability to respond to natural disasters and other impacts of climate change, particularly for vulnerable populations.</p>

5	Goal Name	Prevent and End Homelessness
	Goal Description	Promotes action items outlined in the Homeward DC Plan – a strategic plan to make homelessness a rare, brief, and non-recurring experience. Activities that promote this goal include targeted affordable housing, tenant- based rental assistance for at-risk households to prevent homelessness, rapid-rehousing, the development of new permanent supportive housing units, community-based shelter facilities, and needed public services that increase economic opportunities, reduce poverty, or support special needs populations.
6	Goal Name	Transform Abandoned/Vacant Properties into Assets
	Goal Description	Produces community assets through solicitation for offers, general listings, and turn-key whereby the city builds or rehabs on public-owned land and then disposes of a fully built product ready for immediate use, and partnerships with other Agencies or community-based partners on non-housing assets where the neighborhood is not ripe for housing development or is in need of community facilities. Historic preservation is an important part of this goal – the reinvigoration of abandoned/vacant housing in historic districts protects both the architectural and cultural heritage of the neighborhood.
7	Goal Name	Address Blighted and Sub-standard Property Issues
	Goal Description	DHCD defines a housing unit as “standard” if it meets the District’s Housing Code Standards. “Substandard housing” means that the housing does not meet federal and local codes and is considered unsafe, unsanitary, or otherwise determined to threaten the health, safety, or general welfare of the community. Federal and local funds will be used to address substandard housing and blighted property issues as a result of natural disasters, neglect, or lack of capital reserves to repair safety and environmental hazards. This goal also promotes tenants and tenant organizations to educate them on their rights to safe, decent, and sanitary housing as part of their fair housing rights.

8	Goal Name	Promote Energy-Efficiency/Community Resilience
	Goal Description	Encourage policies and programs that highlight the District's commitment to expand energy efficiency, renewables, and green building to District residents across ethnic and racial groups, thereby reducing the utility burden on low-income households, enhancing affordability, and increasing neighborhood vitality. Activities may include programs and incentives targeted to low and moderate-income households as well as financial support for energy audits and gap financing to meet greater green building outcomes. Guided by the Sustainable DC plan's goal to reach net-zero energy for new construction by 2032, DHCD will promote solar for low-income single family and community solar for affordable housing. Similarly, DHCD and its agency partners will encourage and incentivize net-zero housing.
9	Goal Name	Enhance/Improve Access to Amenities Near Affordable Housing
	Goal Description	Targeted neighborhood investments that provide safe and accessible pedestrian modes of transportation to persons with disabilities and the elderly from affordable housing communities to its neighborhood amenities and public transit. Activities may also promote crime prevention through environmental design standards, such as better street lighting or landscaping. These activities lead to added neighborhood amenities relevant to neighborhood residents that enhance the quality of life, increased economic opportunities, and support fair housing outcomes. In partnership with the Department of Energy and Environment, DHCD will implement the city's forthcoming Climate Adaptation Plan recommendations to ensure the city is properly prepared and can effectively respond to severe weather events and other future impacts of climate change. It is vital to inform residents, including vulnerable populations, such as the elderly, persons with disabilities, and Limited/No English Proficiency, about environmental awareness, safety precautions and available resources.

10	Goal Name	Promote Effective Comm. Dev. – Planning/Research
	Goal Description	Through targeted needs assessments, the Agency will better understand the city's unmet affordable housing need, particularly for special needs populations. Market Studies, Transportation Studies, and Appraisals will help the Agency better understand a site's development program potential, highest and best use, financial limitations, and how development would impact the surrounding neighborhood.
11	Goal Name	Strengthen Organizational Capacity of Non-Profits
	Goal Description	Educational Programs for non-profit organization and affordable developers that focus on skill development, organizational development, and certifications that further the development of affordable housing and delivery of services to residents. This goal also supports operating resources for certified Community Housing Development Organizations (CHDOs).
12	Goal Name	Foster Small and Local Business Development
	Goal Description	Targeted commercial revitalization efforts and support for energy-efficiency that reduces the cost-burden of small businesses, technical assistance that increases economic opportunity and greater access to capital for low and moderate-income entrepreneurs that increase the diversity of business services and amenities. Funds are targeted to commercial corridors in low and moderate-income neighborhoods.
13	Goal Name	Expanding Housing Available to Persons w/HIV/AIDS
	Goal Description	Funds to provide development of permanent housing for persons with HIV/AIDS and their family members.
14	Goal Name	Housing Homeless Persons with HIV/AIDS
	Goal Description	Providing housing for persons living with HIV/AIDS, Substance abuse, and mental illness. Clients are placed through HAHSTA's intake provider, Metropolitan Housing Access Program (MHAP). MHAP services conduct
15	Goal Name	Persons with HIV/AIDS obtaining rental housing
	Goal Description	To assist clients with obtaining housing within the private housing market providing greater choice of housing options.

16	Goal Name	Persons with HIV/AIDS Maintaining Current Housing
	Goal Description	To maintain better health outcomes and reduce transmission of HIV by retaining stable housing. This population lives independently and not normally
17	Goal Name	Persons with HIV/AIDS Being Self Sufficient
	Goal Description	To increase client self-sufficiency and increase income opportunities via job skills training and education.
18	Goal Name	Linking Persons with HIV/AIDS to Housing
	Goal Description	The Single Point of Entry for all HOPWA housing, a need to provide clients linkages to housing and knowledge on how to navigate all housing related services.

Table 7 - Goal Descriptions

AP-35 Projects 91.220(d)

Introduction

The Action Plan provides details on projects using CDBG and ESG and HOPWA funds that address a wide range of community needs, homeownership down payment assistance, other housing assistance programs (Tenant Based Rental Assistance, Short-term Rental Assistance, Short term Rent, Mortgage, and Utilities and Permanent Housing Placement) and other public services for low-income residents, homelessness prevention, Rapid Re-housing, housing information, referrals and emergency shelter services.

#	Project Name
1	2016-2018 Washington DC EMSA DCH16FOO1 (ADMIN)
2	2016-2018 Community Family Life Services DCH16FOO1 (CFLS)
3	2016-2018 Homes for Hope DCH16FOO1 (HFH)
4	2016-2018 Greater Washington Urban League DCH16FOO1 (GWUL)
5	2016-2018 Housing Counseling Services DCH16FOO1 (HCS)
6	2016-2018 Gaudenzia DCH16FOO1 (RAP)
7	2016-2018 Community Networks Incorporated DCH16FOO1 (CNI)
8	2016-2018 Greater Washington Urban League MD DCH16FOO1 (GWUL-MD)
9	2016-2018 Southern Maryland Tri-County Community Action Committee (SMTCCAC)
10	2016-2018 Northern Virginia Regional Commission DCH16FOO1 (NVRC)
11	2016-2018 Arlington County DCH16FOO1 (AC)
12	2016-2018 Fredericksburg Area HIV/AIDS Support Services DCH16FOO1 (FAHASS)
13	2016-2018 Northern Virginia Family Services DCH16FOO1 (NVFS)
14	2016-2018 Prince William County DCH16FOO1 (PWC)
15	2016-2018 Wesley Housing DCH16FOO1 (Wesley)
16	Small Multi-family Rehabilitation Loan Program
17	Home Purchase Assistance Program (HPAP) and Employer Assisted Housing Program (EHAP)
18	Small Business Activities
19	Weatherization Assistance Program and DC Solar Initiatives

#	Project Name
20	Infrastructure /Community Facilities
21	Small, Community-based Homeless Shelters
22	Annual Capacity Building, Research and Planning
23	Housing Counseling Services
24	Home Purchase Assistance Program (HPAP) and (EHAP)
25	HOME-funded Affordable Housing Projects
26	Community Housing Development Organization (CHDO) Reserve
27	Tenant Based Rental Assistance

Table 8 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Priority is assigned based on: the level of need that is demonstrated by the data that has been collected during the preparation of the Plan, specifically in the Needs Assessment and Market Analysis; the information gathered during the consultation and citizen participation process; and the availability of resources to address these needs. One of the primary obstacles to meeting underserved needs of residents is the availability of funding. Federal resources have been declining for many years now and local resources, based on the performance of the District's economy and mechanisms used to fund affordable housing programs, such as the transfer tax, have been constrained as well.

AP-38 Project Summary

Project Summary Information

Table 9 - Project Summary

1	Project Name	2016-2019 Washington DC EMSA DCH16F001 (ADMIN)
	Target Area	
	Goals Supported	Expanding housing available to persons with HIV/AIDS
	Needs Addressed	Housing development for persons with HIV/AIDS
	Funding	HOPWA: \$2,935,758
	Description	Funds (\$333,212) for administration and oversight for the Washington DC EMSA. Portions of these funds (\$2,602,546) for Capital Investment to add to the affordable housing stock for persons living with HIV/AIDS households.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Using funds for Capital Investment, approximately 35 units will be added to the affordable housing stock for households and families that include persons living with HIV/AIDS.
	Location Description	
	Planned Activities	
2	Project Name	2016-2019 Community Family Life Services DCH16F001 (CFLS)
	Target Area	
	Goals Supported	Housing homeless persons with HIV/AIDS
	Needs Addressed	Facility Housing
	Funding	HOPWA: \$213,742
	Description	Funds for facility based operations, supportive services and administrative cost.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	14 single families will be provided facility operations, supportive services and administrative costs.
	Location Description	4860 Fort Totten Drive, Washington, DC 20011
	Planned Activities	Facility-based housing, supportive services and administrative costs to low income single families living with HIV/AIDS.

3	Project Name	2016-2019 Homes for Hope DCH16F001 (HFH)
	Target Area	
	Goals Supported	Housing homeless persons with HIV/AIDS
	Needs Addressed	Facility Housing
	Funding	HOPWA: \$394,464
	Description	To provide Facility Based Operations, supportive services and administrative cost.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Nine households who are homeless and living with HIV/AIDS.
	Location Description	3003-3005 G St Units A-B, 1-2 SE, Washington, DC 20019
	Planned Activities	To provide Facility Based Operations for nine households with persons living with HIV/AIDS.
4	Project Name	2016-2019 Greater Washington Urban League DCH16F001 (GWUL)
	Target Area	
	Goals Supported	Prevent and End Homelessness Persons with HIV/AIDS obtaining rental housing
	Needs Addressed	Tenant Based Rental Assistance Short Term Rent Mortgage and Utility Assistance Permanent Housing Placement
	Funding	HOPWA: \$6,100,000
	Description	To provide Tenant-Based Rental Assistance, Short-Term Rent, Mortgage and Utility Assistance, Permanent Housing Placement and Administrative costs.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Rental assistance for 300 single and multi-families, STRMU for 150 families and Permanent housing placement for 50 singles and families.

	Location Description	Scattered Sites
	Planned Activities	Rental assistance for 300 single and multi-families, STRMU for 150 families, and Permanent housing placement for 50 singles and families.
5	Project Name	2016-2019 Housing Counseling Services DCH16F001 (HCS)
	Target Area	
	Goals Supported	Linking Persons with HIV/AIDS to housing
	Needs Addressed	Housing Information and Referral Services
	Funding	HOPWA: \$500,000
	Description	To provide Housing Information and Referral Services to persons living with HIV/AIDS
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	To assist persons living with HIV/AIDS to housing resources.
	Location Description	2410 17th Street, NW, Washington, DC 20009
	Planned Activities	To provide housing information and linkage to services to 1,200 persons living with HIV/AIDS in Washington DC and Suburban Maryland.
6	Project Name	2016-2019 Gaudenzia DCH16F001 (RAP)
	Target Area	
	Goals Supported	Housing homeless persons with HIV/AIDS
	Needs Addressed	Facility Housing
	Funding	HOPWA: \$263,214
	Description	To provide Facility-Based Operations for emergency, transitional housing, supportive services and administrative cost.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	To provide Facility-Based Operations for 10 families in emergency housing, 16 families in transitional housing, and supportive services.
	Location Description	1938 4th St. NE, Washington, DC 20002 and 1947 4th St. NE, Washington DC 20002
	Planned Activities	To provide Facility-Based Operations for 10 families in emergency housing, 16 families in transitional housing, and supportive services.

7	Project Name	2016-2019 Community Networks Incorporated DCH16F001 (CNI)
	Target Area	
	Goals Supported	Prevent and End Homelessness Housing homeless persons with HIV/AIDS Persons with HIV/AIDS obtaining rental housing Persons with HIV/AIDS maintaining current housing Linking Persons with HIV/AIDS to housing
	Needs Addressed	Tenant-Based Rental Assistance Short-Term Rent Mortgage and Utility Assistance Housing Information and Referral Services HIV/AIDS Supportive Services Permanent Housing Placement
	Funding	HOPWA: \$23,468
	Description	To provide TBRA, STRMU, Supportive Services, Housing Information and Referral Services, and Permanent Housing Placement, and Administrative Costs to persons living with HIV/AIDS.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	To provide services to singles and families to 24 persons living with HIV/AIDS.
	Location Description	Scattered Sites and 309 W. King Street, Martinsburg, WV 25401
	Planned Activities	TBRA to six PLWHA, STRMU to six PLWHA, Supportive Services to six PLWHA, PHP to four PLWHA and HIRS to PLWHA

8	Project Name	2016-2019 Greater Washington Urban League MD DCH16F001 (GWUL-MD)
	Target Area	
	Goals Supported	Prevent and End Homelessness Persons with HIV/AIDS obtaining rental housing
	Needs Addressed	Tenant-Based Rental Assistance Short-Term Rent Mortgage and Utility Assistance
	Funding	HOPWA: \$2,105,341
	Description	To provide TBRA and STRMU to persons living with HIV/AIDS in Charles and Prince George's Counties
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	To provide TBRA to 123 persons living with HIV/AIDS. To provide STRMU to 100 persons living with HIV/AIDS.
	Location Description	Hyattsville, MD
	Planned Activities	TBRA and STRMU
9	Project Name	2016-2019 Southern Maryland Tri-County Community Action Committee (SMTCCAC)
	Target Area	
	Goals Supported	Persons with HIV/AIDS obtaining rental housing
	Needs Addressed	Tenant Based Rental Assistance
	Funding	HOPWA: \$186,507
	Description	To provide TBRA and administrative costs to households living with HIV/AIDS.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	17 households living with HIV/AIDS.
	Location Description	Calvert County Maryland
	Planned Activities	Tenant-Based Rental Assistance.

10	Project Name	2016-2019 Northern Virginia Regional Commission DCH16F001 (NVRC)
	Target Area	
	Goals Supported	Linking Persons with HIV/AIDS to housing
	Needs Addressed	Housing Information and Referral Services
	Funding	HOPWA: \$123,260
	Description	To provide housing information and referral services.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	To provide housing information and referral services.
	Location Description	Housing information to the Northern Virginia Region.
	Planned Activities	To provide HIRS to 10,000 persons living with HIV/AIDS.
11	Project Name	2016-2019 Arlington County DCH16FO01 (AC)
	Target Area	
	Goals Supported	Persons with HIV/AIDS obtaining rental housing Persons with HIV/AIDS being self sufficient
	Needs Addressed	Tenant-Based Rental Assistance HIV/AIDS Supportive Services
	Funding	HOPWA: \$64,381
	Description	Tenant-based rental assistance is a rental subsidy used to help participants obtain permanent housing in the private rental housing market that meets housing quality standards and is rent reasonable and supportive services including housing case management. Funds also for administration.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	A total of five low-income households will receive TBRA and five low-income households will receive case management.
	Location Description	TBRA is provided throughout Arlington County. Case Management is open to persons throughout the Northern Virginia Area.
	Planned Activities	Planned Activities are TBRA and Case Management. Funds will also be provided to support administration costs.

12	Project Name	2016-2019 Fredericksburg Area HIV/AIDS Support Services DCH16F001 (FAHASS)
	Target Area	
	Goals Supported	Persons with HIV/AIDS obtaining rental housing Persons with HIV/AIDS maintaining current housing Persons with HIV/AIDS being self sufficient
	Needs Addressed	Tenant-Based Rental Assistance Short-Term Rent Mortgage and Utility Assistance HIV/AIDS Supportive Services Permanent Housing Placement
	Funding	HOPWA: \$204,823
	Description	Tenant-based rental assistance is a rental subsidy used to help participants obtain permanent housing in the private rental housing market that meets housing quality standards and is rent-reasonable. Short-Term Rent Mortgage and Utility Payments are designed to prevent homelessness and increase housing stability. Grantees may provide assistance for a period of up to 21 weeks in any 52-week period. For rental payments, client must be named tenant under valid lease or referenced in lease as occupant of the premises. For mortgage payments, client must demonstrate that he/she is owner of mortgaged real property (mortgage, deed of trust, title insurance policy). For utility payments client must have account in their name or proof of responsibility to make utility payments (copies of money orders, cancelled checks, receipts). Costs associated with placement in housing include: application fees and credit check expenses, first month's rent and security deposit (not to exceed two month's rent), and one-time utility connection fees and processing costs. Supportive services include: housing case management and employment readiness and placement. Funds to provide oversight and administration of programs.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that five low income persons with HIV/AIDS will get TBRA. An estimate of 15 low income persons with HIV/AIDS will receive STRMU. An estimate of five low income persons with HIV/AIDS will receive housing placement. An estimate of 60 low income persons with HIV/AIDS will receive Housing Case Management. An estimate of 30 low income persons with HIV/AIDS will receive transportation support
	Location Description	
	Planned Activities	Planned Activities are Tenant-Based Rental Assistance, Short-Term Rent Mortgage and Utility Assistance, Housing Case Management, and Employment Readiness. Funds will also provide administration costs,

13	Project Name	2016-2019 Northern Virginia Family Services DCH16F001 (NVFS)
	Target Area	
	Goals Supported	Persons with HIV/AIDS obtaining rental housing
	Needs Addressed	Tenant-Based Rental Assistance Short-Term Rent Mortgage and Utility Assistance HIV/AIDS Supportive Services Permanent Housing Placement
	Funding	HOPWA: \$1,499,623
	Description	Tenant-based rental assistance is a rental subsidy used to help participants obtain permanent housing in the private rental housing market that meets housing quality standards and is rent reasonable. It is designed to prevent homelessness and increase housing stability. Grantees may provide assistance for a period of up to 21 weeks in any 52-week period. For rental payments, client must be named tenant under valid lease or referenced in lease as occupant of the premises. For mortgage payments, client must demonstrate that he/she is owner of mortgaged real property (mortgage, deed of trust, title insurance policy). For utility payments, client must have account in their name or proof of responsibility to make utility payments (copies of money orders, cancelled checks, receipts). Costs associated with placement in housing include: application fees and credit check expenses, first month's rent and security deposit (not to exceed two month's rent), and one-time utility connection fees and processing costs. Supportive services include: housing case management and transportation.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	A total of 114 low-income persons with HIV/AIDS will receive TBRA, a total of 20 low-income persons will receive STRMU, a total of 10 low-income persons with HIV/AIDS will receive permanent housing placement. A total 65 low-income persons with HIV/AIDS will receive housing case management. A total of 20 low-income persons with HIV/AIDS will receive transportation services.
	Location Description	Services will be provided in the Northern Virginia Metropolitan Area.
	Planned Activities	Planned Activities are Tenant-Based Rental Assistance, Short-Term Rent Mortgage and Utility Assistance, Case Management, Permanent Housing Placement and Transportation Services. Funds will also be provided to support administration costs.

14	Project Name	2016-2019 Prince William County DCH16F001 (PWC)
	Target Area	
	Goals Supported	Persons with HIV/AIDS obtaining rental housing
	Needs Addressed	Tenant-Based Rental Assistance
	Funding	HOPWA: \$348,219
	Description	Tenant-based rental assistance is a rental subsidy used to help participants obtain permanent housing in the private rental housing market that meets housing quality standards and is rent reasonable.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	A total of 22 low income persons with HIV/AIDS will receive TBRA.
	Location Description	Funds to provide Tenant-Based Rental Assistance in Prince William County.
	Planned Activities	Planned Activities are Tenant-Based Rental Assistance. Funds will also be provided to support administration costs.
15	Project Name	2016-2019 Wesley Housing DCH16F001 (Wesley)
	Target Area	
	Goals Supported	Persons with HIV/AIDS being self sufficient
	Needs Addressed	HIV/AIDS Supportive Services
	Funding	HOPWA: \$73,062
	Description	Supportive services to provide housing case management for persons with HIV/AIDS.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	A total of 252 low-income persons with HIV/AIDS will receive housing case management services.
	Location Description	Case management for clients living Northern Virginia.
	Planned Activities	Planned Activities are Case Management. Funds will also be provided to support administration costs

16	Project Name	Small Multi-family Rehabilitation Loan Program
	Target Area	
	Goals Supported	Address Blighted and Sub-standard Property Issues
	Needs Addressed	Affordable Housing
	Funding	
	Description	This program will make landlords of small multifamily properties (fewer than 50 units) eligible for low-interest-rate loans from DHCD. The loans will be in amounts from \$25,000 to \$250,000. Loans underwritten will follow DHCD procedure, and affordability covenants will be placed on assisted properties.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	25 low- and moderate-income households annually
	Location Description	District-wide
Planned Activities		
17	Project Name	Home Purchase Assistance Program (HPAP) and Employer Assisted Housing Program (EHAP)
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	
	Description	HPAP provides financial assistance in the form of interest-free loans to qualified District residents to enable them to purchase homes, condominiums or cooperatives units. Qualified households are eligible for loans to meet acquisition and closing cost requirements. EHAP provides special home purchase assistance benefits to District government employees, including loans for down payment and closing costs assistance; and matching fund grants to use towards the purchase; and credits toward District property and income taxes. Funds are provided to a sub-recipient under contract with the Department to administer the HPAP and EAHP loan program operation for the District. HPAP and EAHP loans are subordinate to first-trust mortgage financing. The funds will go toward two programs, one that uses CDBG funds and another that uses HOME.

	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	225 low- and moderate-income households
	Location Description	
	Planned Activities	District-wide
18	Project Name	Small Business Activities
	Target Area	
	Goals Supported	Foster Small and Local Business Development
	Needs Addressed	Neighborhood Investments – AFFH
	Funding	
	Description	The Small Business Technical Assistance program provides grants for CBOs to provide business development and retention services to small businesses in target commercial corridors. This goal is accomplished through group and one-on-one trainings in marketing, accounting, human resources and an array of other areas, as well as referrals to professional services. DHCD CBOs develop storefront facade improvement projects in low to moderate income retail/commercial areas in the District.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	3,000 small businesses/individuals
	Location Description	District-wide
	Planned Activities	
19	Project Name	Weatherization Assistance Program and DC Solar Initiatives
	Target Area	
	Goals Supported	Promote Energy-Efficiency/Community Resilience
	Needs Addressed	Sustainability/Green Building/Community Resiliency
	Funding	

	Description	The Weatherization Assistance Program (WAP) provides technical and financial assistance to help low-income residents reduce their energy bills by making their homes more energy efficient. WAP measures may include: insulation, duct sealing, heating and cooling systems repairs or replacement, air infiltration mitigation, and reducing electric base load consumption through measures such as energy efficient lighting and appliances. Eligibility for WAP is verified by DOEE's Low-Income Home Energy Assistance Program (LIHEAP). Below is a breakdown of the income-eligibility limits at the 60 percent District median income level. Funding may also be used for the Energy Smart DC Solar Initiatives, which provides help installing solar panels at no cost to income-qualified District residents.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	50 low-income households
	Location Description	District-wide
	Planned Activities	
20	Project Name	Infrastructure /Community Facilities
	Target Area	
	Goals Supported	Enhance/Improve Access to Amenities Near Affordable Housing
	Needs Addressed	Neighborhood Investments – AFFH
	Funding	
	Description	DHCD will partner with other District government agencies on infrastructure and community facility projects for the purpose of providing a sustainable living environment.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	Ward 8, SE, Washington, DC
	Planned Activities	

21	Project Name	Small, Community-based Homeless Shelters
	Target Area	
	Goals Supported	Prevent and End Homelessness
	Needs Addressed	Homelessness
	Funding	
	Description	The funds will go toward helping the Department of General Services construct shelters across the city to replace the DC General Shelter for families.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	33 individuals/families experiencing homelessness
	Location Description	District-wide
22	Project Name	Annual Capacity-Building, Research and Planning
	Target Area	
	Goals Supported	Promote Effective Comm. Dev. – Planning/Research Strengthen Organizational Capacity of Non-Profits
	Needs Addressed	Capacity-Building Plans/Studies
	Funding	
	Description	This project includes community development plans (including the Consolidated Plan, Action Plan, and Comprehensive Plan), policy planning and procedures, capacity building and staffing that are involved in the development and research of housing programs that is eligible under the CDBG regulations. Plus, other plans and studies are to be used in developing programs at DHCD.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	District-wide
	Planned Activities	

23	Project Name	Housing Counseling Services
	Target Area	
	Goals Supported	Strengthen Homeownership Among Low/Mod Households
	Needs Addressed	Affordable Housing Capacity-Building
	Funding	
	Description	Housing Counseling Services are provided by Community-Based Organizations to connect residents with a range of services that provide access to affordable housing options in the District. Community-Based Organizations offer counseling on: Homeownership/Credit Counseling, Inclusionary Zoning/Affordable Dwelling Unit Application, Tenant Opportunity to Purchase Act Assistance, HPAP/EAHP Loan Applications.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	200 low- and moderate-income households
	Location Description	District-wide
	Planned Activities	

24	Project Name	Home Purchase Assistance Program (HPAP) and (EHAP)
	Target Area	
	Goals Supported	Strengthen Homeownership Among Low- and Moderate-Income Households
	Needs Addressed	
	Funding	
	Description	HPAP provides financial assistance in the form of interest-free loans to qualified District residents to enable them to purchase homes, condominiums or cooperatives units. Qualified households are eligible for loans to meet acquisition and closing cost requirements. EHAP provides special home purchase assistance benefits to District government employees, including loans for down payment and closing costs assistance ; and matching fund grants to use towards the purchase; and credits toward District property and income taxes. Funds are provided to a sub-recipient under contract with the Department to administer the HPAP and EAHP loan program operation for the District. HPAP and EAHP loans are subordinate to first trust mortgage financing. These funds will go toward two programs: one that uses CDBG funds and another that uses HOME.

	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	District-wide
	Planned Activities	
25	Project Name	HOME-funded Affordable Housing Projects
	Target Area	
	Goals Supported	Expand the Affordable Housing Stock
	Needs Addressed	Affordable Housing
	Funding	
	Description	HOME funds may go toward affordable rental housing and homeownership affordability through the acquisition, new construction, reconstruction, or rehabilitation of housing, including real property acquisition, site improvements, conversion, demolition, and other expenses, including financing costs. The housing must be permanent or transitional housing. These funds will be dispersed through two planned Consolidated Notices of Funding Availability (NOFAs) administered by DHCD's Development Finance Division during FY 2018.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	750 households
	Location Description	District-wide
	Planned Activities	
26	Project Name	Community Housing Development Organization (CHDO) Reserve
	Target Area	
	Goals Supported	Expand the Affordable Housing Stock
	Needs Addressed	Affordable Housing
	Funding	
	Description	CHDO Reserve HOME funds are at least 15 percent of the annual HOME allocation
	Target Date	9/30/2019

	Estimate the number and type of families that will benefit from the proposed activities	1 new CHDOs and 4 existing CHDOs
	Location Description	District-wide
	Planned Activities	
27	Project Name	Tenant-Based Rental Assistance
	Target Area	
	Goals Supported	
	Needs Addressed	Homelessness
	Funding	
	Description	These funds will be used for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing for very low- and low-income individuals and families. Funding reflects carryover from previous fiscal year.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	District-wide
	Planned Activities	

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Assistance will be directed District-wide to areas that are 80 percent or below the AMI defined by HUD.

Geographic Distribution

Target Area	Percentage of Funds
Distressed Areas	0

Table 10 – Geographic Distribution

Rationale for the priorities for allocating investments geographically

Through development finance, property acquisitions and dispositions, and residential programming, the District will prioritize targeted neighborhood investments that affirmatively further fair housing choice across the city. Given how quickly neighborhoods change in the District, in terms of development activity, housing cost, and demographic trends, DHCD will use up-to-date federal and local data to identify neighborhood target areas through the consolidated Request for Proposal process. Low-crime, low-poverty, and access to high-quality schools and jobs are some variables that may be used in the analysis. All federal resources, including the National Housing Trust Fund, will follow the same prioritization methodology.

New affordable housing developments located in identified high-opportunity neighborhoods will receive preference points through the city's competitive application process. DHCD seeks to create affordable housing that integrates neighborhoods racially, ethnically, and economically and diversifies the District's affordable housing supply to include higher opportunity neighborhoods and Wards. These preference points will provide a counterbalance to the implicit incentive for developers to build affordable housing in low-cost and high-poverty neighborhoods.

In lower opportunity areas, DHCD is committed to non-housing investments that increase the desirability of distressed neighborhoods through increasing community amenities, public investments, and economic opportunities. To balance unintentional housing cost increases as a result of infrastructure or community amenity investments, DHCD is committed to preserving existing affordable housing and promoting new affordable housing opportunities through programs such as the TOPA.

HUD-defined Racial and Ethnic Concentrated Areas of Poverty (R/ECAPs) – census tracts with both a majority non-white population and the lesser of 40 percent of the individuals live below the poverty line or tracts with 3 or more times the District-wide poverty rate- will be a starting point for the Agency to affirmatively further fair housing policies during this consolidated planning period. Figure *SP-10.2* depicts the R/ECAPs. DHCD intends on revisiting this map with other federal and local data sources and development and demographic trends and any subsequent data from HUD.

The basis for allocating HOPWA funding to each jurisdiction within the Eligible Metropolitan Statistical Area is solely based upon where there is the highest number of documented HIV/AIDS cases in the Washington, DC region, and is determined on an annual basis by a HUD formula. Funding within the District is distributed on a Request for Application (RFA) process. Activities funded under the CDBG Program are restricted to census tracts where more than half of the residents earn less than 80 percent of the AMI. *Figure SP-10.3* depicts eligible census tracts under the CDBG Program.

Discussion

Maps for the targeted areas can be found in the General Allocation section of the five-year Consolidated Plan.

Pursuant to the Affordable Homeownership Preservation and Equity Accumulation Amendment Act of 2014, the mayor “shall make a determination of distressed neighborhoods on an annual basis.” The Act also states that the first determination of distressed neighborhoods is to be promulgated as part of the next Consolidated Action Plan developed after the effective date of the Act. Specifically, the Mayor is directed to designate United States Census Tracts with a poverty rate of 20 percent and may add or subtract tracts as distressed based on factors deemed reasonable by the Mayor. Distressed census tracts are depicted in *Figure SP-10.1*, and are defined as having poverty rates greater than 20 percent, lower property assessments (80 percent or less of DC median rate) and lower appreciation rates (80 percent or less of DC median rate). Pending Council approval, these distressed census tracts may result in alternate resale restrictions under homebuyer programs funded by the local HPTF.

Affordable Housing

AP-55 Affordable Housing – 91.220(g) Introduction

One Year Goals for the Number of Households to Be Supported	
Homeless	
Non-Homeless	
Special-Needs	
Total	

Table 11 – One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	
The Production of New Units	
Rehab of Existing Units	
Acquisition of Existing Units	
Total	

Table 12 – One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h) Introduction

The DCHA provides housing assistance through its federal Public Housing and Housing Choice Voucher programs to over 20,000 households. DCHA’s public housing portfolio consists of over 8,360 units at 63 developments, serving families, seniors and non-elderly disabled individuals. In addition, the agency administers 11,881 federally funded vouchers through its Housing Choice Voucher Program (HCVP). DCHA also manages 2,304 housing subsidies through the Local Rent Supplement Program (LRSP), a locally funded affordable housing program modelled after the federal voucher program.

DCHA administers three subsidized housing programs, with a separate waiting list for each program. Rental assistance is provided to low-income families through each housing program and the assistance is based on household income.

Types of Housing Program Waiting Lists:

- **Public Housing:** The Public Housing program consists of 52 apartment communities in

Washington, DC that are managed and maintained by DCHA.

- **Section 8 Housing Choice Voucher Program:** The Section 8 Choice Voucher program assists eligible families obtain rental housing in the private marketplace. Once a voucher is issued, a voucher holder can live in any locality in the United States that has a Section 8 Choice Voucher program. Section 8 units are managed and maintained by Section 8 certified landlords.
- **Section 8 Moderate Rehabilitation:** The Section 8 Moderate Rehabilitation program includes apartment communities throughout Washington, DC that are managed by individual landlords. The assistance provided is called “unit based.” This means that the assistance provided to pay rent is only for the unit in which a family lives. The assistance cannot be transferred to another unit.

Actions planned during the next year to address the needs to public housing

The current number of UFAS accessible units in the DCHA inventory (691) exceeds the 5 percent accessible unit requirement and the required 565 units mandated by the Voluntary Compliance Agreement with HUD that was closed in 2013. In addition, as DCHA redevelops its Public Housing sites and engages in the creation/preservation of other affordable housing units, consideration is made for the creation of accessible units.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Guided by the principal that resident engagement is critical to successfully achieving the agency mission, DCHA encourages resident involvement through a number of ways. Through the Office of Resident Services, DCHA provides technical assistance to elected Resident Councils in Public Housing communities, including capacity-building activities, organizational support and resource coordination. The DCHA Board of Commissioners holds monthly meetings as public forums for public housing and HCVP residents/participants, waiting list applicants and other stakeholders to provide input on agency management and existing/proposed agency activities, policies and programs. The public housing and HCVP families are represented by four members on the DCHA Board of Commissioners, including three elected public housing residents and an appointed HCVP participant. To maximize resident access, Board of Commissioners’ meeting locations rotate monthly between DCHA public housing communities and the DCHA central office. In addition, the Board has standing committees that meet regularly.

The agency holds public hearings, community meetings, and public comment periods to discuss resident concerns and solicit input/feedback on current and proposed policies, programs and activities.

In addition, agency staff participates at the request of resident leadership at Resident Council meetings and consults regularly with the resident District-wide Advisory Board, an elected body of resident leaders selected by Resident Councils.

The agency administers customer satisfaction surveys in both its Public Housing and HCV programs, Property Managers' hold monthly meetings to update residents on agency and community activities, as well as provide an opportunity for residents to voice concerns. In addition, the agency coordinates targeted engagement with families around specific initiatives/issues. Examples include efforts around the District's New Communities Initiative and the establishment of a resident advisory group for the District's dcConnectHome digital inclusion initiative.

Maximizing on the efficiencies afforded by technology, the agency has increased its social media presence and has begun the use of texting and e-mails, along with the use of traditional media tools (i.e. newsletters, FAQs, informational collaterals, etc.), to connect with residents about the activities of the agency, including opportunities to participate and provide feedback. Through DCHA's Homeownership Assistance Program (HOAP) and Achieving Your Best Life (AYBL) program, both HCVP and public housing families are provided supportive services designed to facilitate homeownership.

Through AYBL, eligible public housing residents interested in homeownership have the opportunity to participate in a place-based self-sufficiency program that provides support through case management and the coordination of homeownership preparation services, along with incentives that include a savings escrow. The savings escrow involves placing a percentage of their rent in savings for use as a down payment on a home upon successful completion of the program. In addition, DCHA works closely with DHCD to connect aspiring public housing and HCVP homeowners with resources like HPAP.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

DCHA is not a troubled agency. In fact, the agency is one of only 39 public housing authorities nationwide designated as a Moving to Work (MTW) agency by HUD, a designation based on an agency's ability to perform effectively in the management and delivery of affordable housing and related services under its purview.

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i) Introduction

Special-needs housing includes targeted programming or housing alterations to accommodate specific demographic populations. Additional costs for medical, personal care, and specific housing needs exacerbate challenges faced by special-needs populations to remain stably housed and connected to care. This section presents characteristics of large special-needs populations and outlines housing and supportive service needs.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

In August 2015, the Department of Behavioral Health (DBH) received a three-year, \$9 million Cooperative Agreements to Benefit Homeless Individuals (CABHI) grant from the US Department of Health and Human Services. The CAHBI grant will allow the District to develop a city-wide infrastructure to engage and connect the target population (homeless veterans and chronically homeless individuals experiencing substance-use disorders, serious mental illnesses, or co-occurring disorders) with evidence-based housing interventions, treatment, and recovery support services and eligible benefits. In addition to expanding outreach services across the District, the grant will provide the staffing support needed to develop written policy and procedures to coordinate services across providers working in different catchment areas to ensure that all providers are working within the District's Coordinated Assessment and Housing Placement (CAHP) System to assist with client assessment, documentation collection, housing search, and stabilization.

Addressing the emergency shelter and transitional housing needs of homeless persons

The District uses four types of shelter for adult individuals:

1. **Low-Barrier Shelter for Individuals:** primarily short-term shelter for individuals. Low-barrier shelter is designed to keep people safe, is operated 12 hours a day in a congregate setting and is provided on a first-come, first-served basis. Currently, the District operates five low-barrier shelters for individuals, three men's shelters in Wards 5 and 8; two women's shelters in Wards 2 and 8.
2. **Seasonal Shelter:** opens on the first night a hypothermia alert is called and is open every night when the actual temperature or temperature with a wind chill is 32 degrees or below, or there is precipitation or 40 percent chance of precipitation for more than one hour.
3. **Hypothermia Shelter:** open only on nights when a hypothermia alert has been called, when actual or forecasted temperature is 32 degrees or below and there is actual precipitation or a 40 percent chance of precipitation for one hour or more. During this time, some low-barrier shelters with the ability to offer expanded capacity to support hypothermia shelter needs. Additionally, D.C. Recreation Centers and other community sites, including houses of worship and other community-based organizations function as hypothermia shelter sites to expand capacity to serve individuals who street homeless. These sites provide access to restrooms, meals, and sleeping quarters. However, non-shelter sites will not be used as shelter during day time hours regardless of whether the alert is still active, because these sites operate their normal programming during daytime hours and are only contracted to operate during shelter on alert nights. Homeless clients may

remain in recreation centers during daytime hours because these are public facilities, serving all District residents and visitors.

4. **Overflow Shelter:** operates only when all other shelters are at or near capacity. These facilities have standby staff called in to operate the overflow shelters as needed. The Department of Human Services, in collaboration with the District's Continuum of Care Provider, The Community Partnership for the Prevention on Homelessness, carefully monitors the capacity levels and determine when any additional sites shall be activated. When these shelters are activated, the District provides transportation to these locations.

Shelter redevelopment

The DC General Family Shelter is the primary placement site for families seeking emergency shelter in DC. Currently, there are more than 150 families, including 200 children at DC General. The District released a plan in early 2016 to permanently close DC General in 2018 and replace it with smaller, service enriched neighborhood shelters that will each accommodate no more than 50 families. These short-term family housing sites will provide onsite services and connection to offsite supports designed to reduce the length of stay and quickly stabilize families with the goal of transitioning families to permanent housing within 90 days. DHS, working closely with DGS, will open the first three replacement sites in the Fall of 2018.

Similar to DC General, the District owns a handful of very large (350+ persons) facilities that are used to provide shelter to single adults in congregate settings. In addition to the significant maintenance costs of these aged buildings, the shelters are too large to provide appropriate programming to meet client needs. The Interagency Council on Homeless (ICH) is currently developing a replacement strategy for each facility, similar to DC General, which may be implemented during this consolidated planning cycle.

Daytime services

Beginning in FY18, the District will invest approximately \$2,000,000 to expand daytime services for homeless individuals. These services will help connect homeless individuals to housing, employment, and supportive services. DHS expects to provide daytime services to approximately 100 individuals a day.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Increase the supply of affordable housing

Increasing the supply of supportive and affordable housing is central to the District's efforts to prevent and end homelessness. Reducing the length of stay in a shelter is the key to the District's ability in meeting the annual demand for shelter while at the same time reducing our spending on shelter. Homeward DC – the strategic plan that lays out policy for ending chronic homelessness by 2020 – outlines several steps to meet annual permanent housing inventory targets. During this consolidated planning period, the District will:

- Continuously align the Housing Production Trust Fund investments to help meet the Permanent Supporting Housing inventory needs specified in Homeward DC;
- Work with funders to ensure all new and turnover opportunities are filled via the Coordinated Assessment and Housing Program (CAHP) system;
- Develop common protocols to assist with the identification of individuals and families ready to “move on” from Permanent Supportive Housing;

Increase economic security of households

Households are more stable when resources are in place to pay for basic necessities such as food, transportation, and medical care. Helping households increase income is critical for the homeless-services system as a whole. In Permanent Supportive Housing, the household pays no more than 30 percent of their income towards housing costs. To the extent that the District can increase income, the homelessness system can serve more households and spread resources more broadly. Economic security is particularly important for households provided with Rapid Re-Housing assistance, a tool that moves persons experiencing homelessness more quickly into safe, stable housing, but is not intended to be a long-term affordable-housing solution. In order to increase the success of families and individuals in the program, and to reduce the likelihood of a return back to homelessness, the District will increase efforts to provide targeted employment assistance to these households both quickly and intentionally.

Increase homelessness prevention efforts

The ICH along with DHS is currently evaluating existing prevention programs to prevent new individuals from becoming homeless, particularly individuals transitioning out of other systems, including adult and juvenile justice systems, child welfare and foster care systems, and behavioral health systems.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Emergency Rental Assistance Program (ERAP)

ERAP helps low-income District residents facing housing emergencies by providing funding for overdue rent if a qualified household is facing eviction (including late costs and court fees). The program also supports security deposits and first month's rent for residents moving to new homes. ERAP serves low-income DC households with children, elderly households (age 60 or older), and people with disabilities. The amount paid on behalf of eligible families depends on a household's income and available resources, and is subject to certain limitations. ERAP payments can only be used once per year for eligible households.

Homeless Prevention Program

DHS also offers a targeted homeless prevention program for families experiencing homelessness or at imminent risk of becoming homeless to assist them with obtaining safe, stable, and affordable housing. This type of prevention program differs from the ERAP, because it provides comprehensive case management and service referrals in conjunction with rental assistance, and it targets families most likely to become homeless. After a thorough needs assessment of each participating household, the program provides utility and rental assistance or refers eligible families to community-based service providers for appropriate utility and rental assistance; comprehensive case management and mediation services to include family mediation and landlord-tenant mediation; budgeting financial management; and financial assistance payments to promote housing stability, mitigate obstacles to retaining or obtaining employment, or address an unmet household need that may result in eviction or family displacement.

Discharge Coordination Policy

The District has a comprehensive Discharge Coordination Policy comprised of policies and protocols for the discharge of persons from publicly funded institutions and systems of care, including foster care, health care, mental health, and corrections.

Discussion

DHCD will be developing a Tenant-Based Rental Assistance program using the HOME funds to prevent homelessness and to provide stability in maintaining a decent and safe place to live in the near future.

AP-70 HOPWA Goals – 91.220 (l)(3)

One-year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	250
Tenant-based rental assistance	650
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	15
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	140
Total	1055

AP-75 Action Plan Barriers to Affordable Housing – 91.220(j)

Introduction

In 2014, The Urban Institute conducted a survey of local affordable housing developers to determine the greatest challenges to building and preserving affordable housing in DC. The survey was sent to developers who have built affordable housing in DC in the past five years. The most significant barriers among respondents were costs to develop, process of obtaining funding, and the process for obtaining permits.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The District will focus its strategy to remove barriers to affordable housing on expanding the supply of affordable housing by both preserving existing affordable housing while adding new affordable housing, continue to streamline processes for both developers and residents who access the District's resources, and promote housing education and capacity building among residents, developers, and community-based partners.

The District is currently engaged in an update to the previous Analysis of Impediments to Fair Housing Choice (AI) which will be completed in FY2018 (DC FY 2019). Additionally, the District has committed to exploring a regional AI with the Metropolitan Council of Governments (MWCOC) and surrounding jurisdictions including Virginia and Maryland. The District would be the lead agency in this initiative as its Consolidated Plan is not due until

August 2021. This proposed initiative includes counties, cities and Public Housing Authorities (PHAs).

The last regional analysis of fair housing impediments was completed in 1995.

For a more in-depth knowledge of the strategies, see the Consolidated Plan SP: 55 which outlines the strategies.

Discussion

AP-85 Other Actions – 91.220(k)

Introduction

The District has identified a number of actions that will address obstacles to meeting underserved needs, foster and maintain affordable housing, reduce lead-based paint hazards, reduce the number of poverty-level families, develop institutional structure, and enhance coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

DHCD will develop a capacity-building agenda for residents, developers, and community-based partners that not only identifies available resources, outlines compliance requirements in our federal and local regulations, and identifies tenant rights, but also includes efforts to grow both existing and new non-profit organizational capacity on a continuous basis.

Actions planned to foster and maintain affordable housing

The District's actions planned for fostering and maintaining affordable housing involves a focus on both preserving existing affordable housing and adding new affordable housing, continuing to streamline processes for both developers and residents who access the District's resources, and promoting housing education and capacity building among residents, developers, and community-based partners.

In FY 17 DHCD implemented the Preservation Fund, in which \$10 million in local funds were invested in DHCD's FY18 Budget. The fund will increase the preservation of affordable housing in the District. Along with other private and philanthropic investments, the \$10 million will be used to grow the fund to approximately \$30 million. These monies will provide short-term bridge acquisition and predevelopment financing to eligible borrowers. Properties targeted for fund investments are occupied multi-family housing of over five units, in which at least 50 percent of units are currently affordable to households earning up to 80 percent of the median family income.

Additionally through the creation of the [Oramenta Newsome Predevelopment Loan](#), launched on June 1, 2018 non-profit developers were able to apply for up to \$100,000 per project to help

partially cover pre-development costs, such as architectural plans and third party reports, required by (DHCD as part of its consolidated request for proposals application. It is anticipated that this new \$2 million fund will help non-profit developers secure the early capital needed to get affordable housing projects off the ground faster. DHCD and the DC Housing Finance Agency (DCHFA) are administering the fund.

Actions planned to reduce lead-based paint hazards

DHCD, in coordination with educational outreach and environmental testing from the Department of Energy and the Environment (DOEE), conducts lead-safe abatement activities across the District. The Lead-Safe Washington Program (LSW) administers both a Lead Hazard Control Grant and a Lead Hazard Reduction Demonstration Grant, competitively awarded through HUD's Healthy Homes and Lead Hazard Control Program. Lead-abatement activities are targeted to low- and moderate-income families with at least one child under six years old.

Implementation involves approving and monitoring the full range of lead-hazard reduction activities: disclosure verification, risk assessment completion, lead scope-of-work development, and finance for the lead-based paint reduction work, construction inspection, and verification of clearance. Once DOEE reviews and approves a permitted project's clearance examination report, a notification is issued to the appropriate party. DOEE issues a Notice of Compliance to the property owner if an enforcement action was issued prior to the clearance examination, and issues a Notice of Permit Completion to the property owner and permitting company if no enforcement action was issued prior to the clearance examination.

In addition to DHCD's lead-remediation activities, DOEE works with the District's Child and Family Services Agency to inspect the homes of prospective foster parents to ensure they do not contain lead-based paint hazards, and takes enforcement actions to ensure any identified hazards are eliminated prior to a child being allowed to move in to the home. DOEE also oversees the work of contractors and others whose activities disturb painted surfaces in pre-1978 residential properties and child-occupied facilities to ensure lead-based paint hazards are not generated by those activities, and requires remediation measures should hazards be identified.

Last year, DOEE initiated a three-year project to improve the rate at which children living in the District are getting screened for possible lead exposure. The District requires that children get screened twice by the time they are two years old – once between the ages of 6 and 14 months, and a second time between the ages of 22 and 26 months. To help this initiative, DOEE funded three grant-recipients to perform outreach efforts to pediatricians, health fairs, and residents. DOEE also works in close collaboration with the District's Medicaid agency, the

Department of Health Care Finance, the District's managed-care organizations, and DC Public Schools to actively promote screening of all children less than six years of age.

Actions planned to reduce the number of poverty-level families

DHCD contributes by providing individuals and families with stable housing. DHCD helps residents improve their financial stability by providing tenants and prospective homeowners with household/home management and maintenance, fair-housing education, credit and homeownership counseling all geared toward improving residents' opportunities to obtain and retain decent housing. Residents of buildings with expiring Section 8 protections are provided targeted assistance in locating housing options and are introduced to the DHCD-sponsored TOPA Program to move toward ownership.

Other agencies play a key role in the reduction of poverty. The DHS administers income support, welfare to work, and a range of programs to support families and individuals. The Office on Aging provides support services to seniors and partners with DHCD in the development of senior housing.

The Department of Employment Services provides extensive job training opportunities through its "One Stop Service Centers." The DC Public School Administration has created career-oriented high schools to facilitate students progressing from school to real jobs in the DC market.

Actions planned to develop institutional structure

Develop a more effective crisis-response system

The homeless support system must be transformed from one where people are supported for months and often years to an effective crisis-response system, where people are safe and secure and quickly get back on their feet. Key areas of focus within this strategy include not only action items to improve the actual physical conditions of shelters, but also actions to improve operations to ensure the ability to more quickly stabilize families and individuals experiencing homelessness and accelerate the connection back to permanent housing.

Increase dedicated supply of supportive and affordable housing

Reducing length of stay in a shelter is the key to meet the annual demand for shelter while at the same time reducing spending on shelter.

Reduce barriers to supportive and affordable housing

Having an adequate supply of housing does not provide assistance if clients are unable to access it.

Increase economic security of households

Economic security is particularly essential for households provided with Rapid Re-Housing assistance. Rapid Re-Housing is an important tool that allows people to move quickly from shelter back into permanent housing. In order to increase the success of families and individuals in the program, and to reduce the likelihood of a return back to homelessness, targeted employment assistance must be provided to these households. While particularly important for Rapid Re-Housing households, increasing income is critical for all of the households.

Increase homelessness prevention efforts

The District must implement evidence-based strategies to better target resources to those households most at-risk of becoming homeless. In addition, more must be done to stabilize high-risk households before they arrive at the shelter door.

Actions planned to enhance coordination between public and private housing and social service agencies

The City Administrator and the Deputy Mayors use periodic coordination meetings to align resources and activities to match mayoral administration priorities. This system provides for continuous consultation and coordination between agencies.

Development decisions

DHCD coordinates project level decision-making for affordable housing projects that submit proposals under the District's Consolidated Notice of Funding Availability (NOFA). The review panel considers overall resource constraints and makes recommendations on which projects should be funded. After thorough underwriting, the project manager presents findings to a loan committee, which offers recommendations to the Director on whether to approve funding.

Interagency Council on Homelessness (ICH)

The ICH is a group of cabinet-level leaders, providers of homeless services, advocates, homeless and formerly homeless leaders who inform and guide the District's strategies for meeting the needs of individuals and their families who are homeless or at imminent risk of becoming homeless.

Age-Friendly Task Force

The Age-Friendly DC Task Force is made up of community members and District Government cabinet members with extensive knowledge in at least one of the following subject areas: outdoor spaces and buildings, transportation, housing, social participation, respect and social inclusion, civic participation and employment, communication and information, community

support and health services, emergency preparedness and resilience, and elder abuse, neglect, and fraud. The Task Force and subcommittees continue to meet regularly to track and monitor progress, and streamline programs and services.

Sustainable DC Interagency Task Forces

Ten interagency task forces were developed to provide a plan to make the city the healthiest, greenest, and most livable city in the United States.

Partnership for Healthy Homes

A collaboration of multiple District agencies and private-sector partners was fostered to focus on identifying homes containing both children and any of a wide range of health and/or safety threats.

Discussion

DRAFT

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

**Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)**

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be during the year to address the priority needs and specific objectives the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent-need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit – A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70 percent of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan	0.00 percent

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

N/A

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254 is as follows:

- a. Recapture: When DHCD uses HOME funds for its homeownership programs, the Home Purchase Assistance Program (HPAP), Recapture provisions will be utilized, pursuant to 24 CFR 92.254(a)(5)(ii)(A)(1).

- i. The full amount of assistance is recaptured upon transfer of the property or upon the homebuyer's relinquishment of the use of the property as a principal residence within the Affordability Period pursuant to 24 CFR 92.254(a)(4) up to the net proceed available from the sale.
 1. This requirement is established as a covenant in the loan documents executed at settlement of the property.
 2. Net Sales Proceeds means all proceeds from such sale remaining after payment of any senior mortgage, closing costs, Original Purchaser's initial down payment and the depreciated value of any capital improvements made by Original Purchaser to the HOME assisted unit.
 3. The period of affordability is based upon the direct HOME subsidy provided to the homebuyer that enabled the homebuyer to purchase the unit, HOME program income used for direct assistance to the homebuyer is included when determining the period of affordability.

- ii. A subsequent low-income purchaser of a HOME-assisted homeownership unit is permitted to assume the existing HOME loan and recapture obligation entered into by the original buyer when no additional HOME assistance is provided to the subsequent homebuyer under § 92.254(a)(5)(ii).

In cases in which the subsequent homebuyer needs HOME assistance in excess of the balance of the original HOME loan, the HOME subsidy (the direct subsidy as described in § 92.254) to the original homebuyer must be recaptured. A separate HOME subsidy must be provided to

the new homebuyer, and a new affordability period must be established based on that assistance to the buyer.

3. For a description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds, see 24 CFR 92.254(a)(4) as follows:

For all HOME funds that are used to acquire property a HOME written agreement is executed by all parties involved that states the affordability period for the amount of HOME funds received to acquire the property. DHCD has administrative issuances (AI) that explains the procedures in detail when HOME funds are applied to an affordable housing unit to ensure that the property remains in compliance during the affordability period. In addition, there are recorded covenants with the exact number of years of affordability against all properties that receive federal funds.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

- a. Recapture: When DHCD uses HOME funds for the Single Family Residential Rehabilitation Program, Recapture provisions will be utilized, pursuant to 24 CFR 92.254(a)(5)(ii)(A)(1).

- i. The full amount of assistance is recaptured upon transfer of the property or upon the homebuyer's relinquishment of the use of the property as a principal residence within the Affordability Period pursuant to 24 CFR 92.254(a)(4) up to the net proceed available from the sale.
 1. This requirement is established as a covenant in the loan documents executed at settlement of the property.
 2. Net Sales Proceeds means all proceeds from such sale remaining after payment of any senior mortgage, closing costs, Original Purchaser's initial down payment and the depreciated value of any capital improvements made by Original Purchaser to the HOME assisted unit;
 3. The period of affordability is based upon the direct HOME subsidy provided to the homebuyer that enabled the homebuyer to purchase the unit, HOME program income used for direct assistance to the homebuyer is included when determining the period of affordability.

Housing Opportunities for Persons with HIV/AIDS

Reference 91.220(l)(3)

1. Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community organizations).

Funding within the District is distributed on a Request for Application (RFA) process. The Department of Health's grant making process, including RFA, is as follows.

The Making of a Subgrant through the Office of Grants Management (OGM) includes the Solicitation Process (Recruitment-the search), Review of applications and issues of awards, and Compliance – Monitoring and Performance.

Within the Solicitation Process (Recruitment- the search), the DOH HAHSTA decides to subgrant funds to achieve a public purpose through a competitive process. First, the funds are identified by confirming authorizing legislation and/or grantor program regulations for specific requirements and/or restrictions. A Notice of Funding Availability (NOFA) is approved and the Office of Documents and Administrative Issuance (ODAI) issues for publication in the *District Register*. The NOFA is also submitted to the Office of Partnerships and Grant Services (OPGS) for publication in the District Funding (<http://opgs.dc.gov/service/funding-alert-information>) and posting to DC Clearinghouse (<http://opgs.dc.gov/pa/ge/opgs-district-grants-clearinghouse>).

A completed RFA is transmitted to OGM for review, approval, and authority to release through the Dashboard (ADS). <https://octo.quickbase.com/db/main?a=SignIn&nexturl=https%3A%2F%2Focto.quickbase.com%2Fdb%2Fbina9fifp%3Fa%26Dr%26r%3Duj&rc=psi>

The RFA includes language on the reporting requirements, and clearly defines and outlines applicant eligibility. A final approved electronic copy is also forwarded to OPGS for posting to the District Grants Clearinghouse.

Second, review of applications and issuance of awards ensures an equitable and ethical competitive process. Therefore, any engagement of potential applicants (may be current sub grantees) about the RFA is not allowed. Contact about the RFA is inappropriate.

The Process is confidential until completed and applicants are notified of status. A pre-application conference is held to answer any questions and clarify any discrepancies, etc.

Review of applications is completed with both internal and external review panels. Panel participants receive orientation and are adequately credentialed. Confidential score sheets are used that align with RFA criteria. The Review process allows for FAQs and Amendments to help applicants respond and/or submit great application or those that clarify statements in the RFA.

Once the Review process is complete and awardee(s) determined, the (sub) Grantee signs the grant agreement and begins program implementation.

Lastly, Compliance- Monitoring and Performance takes place where DOH's HOPWA program managers and grant monitors track project progress and performance, works with the sub-grantee to adjust assignments tasks and goals as needed, ensures timeline incorporated in proposal is progressing and where sub-grantee is unable to deliver and/or perform, DOH HAHSTA provides written issuance of notifications highlighting deficiencies and cure notices, working to make sure the sub-grantee and program/projects are successful.

Emergency Solutions Grant (ESG) Reference 91.220(I)(4)

1. Include written standards for providing ESG assistance (may include as attachment) See Appendix A.
2. If the CoC has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The DHS is the recipient of ESG funds for the District, consults with the District's CoC on ESG allocation as well as the evaluation of sub-recipients. Since FY 2012, ESG has been used to primarily support prevention and rapid rehousing activities, an allocation structure which was derived from CoC decisions about the best use of funds. The CoC has engaged in system modeling exercises to evaluate the efficacy of the grant and determine how it should be used in subsequent years using HMIS data provided by The Community Partnership for the Prevention of Homelessness. Ongoing evaluation of the grant and its sub-recipients includes biannual reviews of whether households receiving ESG-based prevention or rapid rehousing services remained housed after receiving assistance to determine the effectiveness of the grant and the sub-recipients' targeting of households.

In addition to its federal ESG funds, the District provides local match dollars to support outreach and prevention services; support shelter operations and fund renovation of shelter space. The District works to provide assistance for the homeless through community-based organizations, faith-based organizations and other non-profit service providers.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The Department of Human Services (DHS) may make sub-awards of part or all its grant amounts to nonprofit organizations to provide ESG-eligible services. Nonprofit organizations must demonstrate collaboration with local homeless provider groups and

local mainstream service providers. Sub-awardees are expected to participate in CoC planning appropriate to the jurisdiction where their ESG activities are located.

DHS works with nonprofit sub-awardees to provide homeless prevention services, primarily for providing homeless intake services. Additionally, some administrative funds may go toward carrying out the administrative functions of nonprofits providing ESG-eligible services.

4. The District is the state-level recipient of ESG funds. However, it meets the requirements of 24 CFR 576.405(a) through the Interagency Council on Homelessness (ICH, which is a group of cabinet-level leaders, providers of homeless services, advocates, homeless and formerly homeless leaders) that come together to inform and guide the District's strategies and policies for meeting the needs of individuals and families who are homeless or at imminent risk of becoming homeless in the District. In 2015, ICH published the Homeward DC strategic plan to address and work to end homelessness in the District between 2015 and 2020.
5. Describe performance standards for evaluating ESG. Performance standards for the Rapid Re-housing are aligned with the CoC standards and include percent of participants increasing income while in permanent housing and percent of recipients maintained in permanent housing.

Discussion

DRAFT

HUD FY2018

DHCD FY2019

NATIONAL HOUSING

TRUST FUND

ALLOCATION PLAN

FOR THE DISTRICT OF COLUMBIA

**Submission to the U.S. Department of Housing and Urban
Development**

Brian Kenner

Deputy Mayor for Planning and Economic Development

Polly Donaldson, DHCD Director

1800 Martin Luther King Jr. Avenue SE | Washington, DC 20020

Overview

The National Housing Trust Fund (NHTF) is a new federal affordable housing production program that will complement existing District of Columbia efforts to increase the supply of affordable housing for extremely low-income households, including homeless families and individuals, and persons with special needs. Congress established the NHTF through the Housing and Economic Recovery Act of 2008. On January 30, 2015, the U.S. Department of Housing and Urban Development (HUD) published an [Interim Rule](#) that guides implementation of the NHTF by the states. HUD plans to issue a final rule for the NHTF after states and the District have had experience administering the program and are able to offer comments regarding the initial implementation.

In years when total national funding is less than \$1 billion, 100 percent of each state's allocation must benefit households at or below the federal extremely low-income (ELI) level, which is 30 percent of Area Median Income (AMI), or households with income below the federal poverty level, whichever is greater. In the District, the ELI level is greater than the federal poverty level. Thus, in 2018, the District's entire NHTF allocation will be used to benefit ELI households because HUD estimates the total amount of the trust fund to be approximately \$174 million.¹

Given the requirements of the program and the need for rental housing affordable to ELI households, the District will use NHTF program funds to develop newly constructed Permanent Supportive Housing (PSH), as defined below, for homelessness individuals and families consistent with the Priority Needs and the Strategic Plan's Goals laid out in the District's Consolidated Plan.

NHTF funding will be blended with other federal and local funding resources, including Project Based Rental Assistance, to finance properties that include these units. The terms of competitive solicitations may specify deeper targeting and lower maximum rents for NHTF units than those in the federal Interim Rule.

¹ In years that total NHTF funding exceeds \$1 billion nationally up to 25 percent of a state's allocation can be used to benefit very low income (VLI) households (those at or below 50 percent of AMI).

Program Administration

The Department of Housing and Community Development (DHCD) will administer the NHTF in the District. The Development Finance Division (DFD) will obligate funds and undertake eligible activities in a timely manner. In fiscal year 2016 alone, DFD closed projects worth \$128.6 million. In the Spring 2016 Request for Proposals (RFP), developers submitted 29 applications requesting nearly \$180 million in federal and local resources; after completing a threshold eligibility review and scoring and ranking process, DHCD selected 13 projects totaling \$102.5 million for more thorough underwriting.

Eligibility Requirements

Per 24 CFR §93.2, DHCD will award NHTF (or, as specified in the regulations, “HTF”) funds to applicants meeting the definition as stated in the regulations:

1. “Recipient means an organization, agency, or other entity (including a public housing agency, or a for-profit entity or a nonprofit entity) that receives HTF assistance from a grantee as an owner or developer to carry out an HTF-assisted project. A recipient must:
2. Make acceptable assurances to the grantee that it will comply with the requirements of the HTF program during the entire period that begins upon selection of the recipient to receive HTF funds, and ending upon the conclusion of all HTF-funded activities;
3. Demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity;
4. Demonstrate its familiarity with the requirements of other Federal, State, or local housing programs that may be used in conjunction with HTF funds to ensure compliance with all applicable requirements and regulations of such programs; and
5. Have demonstrated experience and capacity to conduct an eligible HTF activity as evidenced by its ability to:
 - i. Own, construct, or rehabilitate, and manage and operate an affordable multifamily rental housing development; or
 - ii. Design, construct, or rehabilitate, and market affordable housing for homeownership.
 - iii. Provide forms of assistance, such as down payments, closing costs, or interest rate buy downs for purchasers.”

DHCD will accept and consider eligible development proposals from all applicants that meet this definition and any additional requirements of a recipient under 24 CFR §93.2. Upon

application, eligible recipients shall meet the threshold requirements provided in DHCD's current Consolidated RFP, including the following Threshold Eligibility Requirements:

1. An eligible project type, which shall produce or preserve affordable housing;²
2. At least 5 percent of Production units as PSH units, which is defined under D.C. Official Code §4-751.01-28 as "Supportive housing for an unrestricted period of time for individuals and families who were once homeless and continue to be at imminent risk of homelessness, including persons with disabilities as defined in 24 CFR §582.5 for whom self-sufficient living may be unlikely and whose care can be supported through public funds";
3. Control of the proposed site;
4. Compliance with the zoning requirements;
5. A Development Budget and Operating Pro forma that meets DHCD's underwriting standards;
6. Financing letters from other prospective lenders and investors;
7. Financial information for operational projects (this is a Threshold Requirement in the Consolidated RFP for rehabilitation (or Preservation) projects only; it is not applicable to NHTF funds, which will only be available to new construction projects);
8. A development team that includes an owner, developer, development consultants (if applicable), an architect, general contractor, construction manager (if applicable), management agent, and supportive services provider (for PSH units) that are not debarred from receiving federal or District funding and collectively demonstrate the financial;
9. An appraisal, that include the values for the property "as-is," "as-built" with restrictive rents, and "as-built" with unrestricted rents;
10. A market study;
11. A Phase I Environmental Site Assessment;
12. Architectural plans and cost estimates;

² DHCD's RFPs contain this as a threshold requirement. NHTF applicants will qualify as new construction, or Production, projects and will not be subject to Preservation threshold criterion.

13. Design and construction in accordance with the Green Building Act of 2006, D.C. Official Code §§6-1451.01, et seq.;
14. A relocation and anti-displacement strategy (this is a Threshold Requirement in the Consolidated RFP for occupied properties, but it is not applicable to NHTF funds, which will only be available to new construction projects);
15. An indication of compliance with the Rental Housing Act (D.C. Official Code §§42-3501.01, et seq.), the Tenant Opportunity to Purchase Act of 1980 (D.C. Official Code §§42-3404.01, et seq.), and all other compliance and monitoring requirements; and
16. A year-15 plan for projects that will use Low Income Housing Tax Credit financing.

In addition to meeting the above threshold requirements, applicants shall:

- Include a description of the eligible activities to be conducted with NHTF funds, and demonstrate that projects can be completed within the five-year period covered by this plan;
- Explain management practices related to leasing to homeless households or persons with special needs; and
- Certify that eligible activities assisted with NHTF funds will comply with the NHTF requirements.

Applicants that meet all Threshold Eligibility Requirements are then scored according to the RFP scoring criteria (see the Spring 2017 Affordable Housing Scorecard on the next page), which further evaluates the project team's technical and financial capacity to meet the recipient requirements of 24 CFR §93.2.

Ability to enter into a Commitment for NHTF funds/Timeliness

The ability to enter into a commitment for NHTF funds and undertake eligible activities in a timely manner is a minimum requirement of DHCD's RFP. Currently, DHCD's project selection criteria include the following threshold eligibility requirements and scoring criteria, many of which evaluate project readiness and developer capacity, as illustrated by the Spring 2017 Affordable Housing Scorecard on the next page.

Spring 2017 Affordable Housing RFP Selection Criteria

	Production (Rental w/ PSH Units)	Production (Rental w/ DHCD Units)	Production (Homeownership)	Preservation
THRESHOLD ELIGIBILITY REQUIREMENTS				
Applicable?				
<i>Project Criteria</i>				
1 Eligible Project Type	✓	✓	✓	✓
2 Permanent Supportive Housing	✓	✓	NA	NA
3 Site Control	✓	✓	✓	✓
4 Zoning	✓	✓	✓	✓
<i>Financial Criteria</i>				
5 Development Budget and Operating Proforma	✓	✓	✓	✓
6 Financing Letters	✓	✓	✓	✓
7 Financial Information for Operational Projects	NA	NA	NA	✓
<i>Applicant Criteria</i>				
8 Development Team Thresholds	✓	✓	✓	✓
<i>Reports and Plans</i>				
9 Appraisal	✓	✓	✓	✓
10 Market Study	✓	✓	✓	✓
11 Environmental Site and Physical Needs Assessments	✓	✓	✓	✓
12 Architectural Plans and Cost Estimates	✓	✓	✓	✓
<i>Compliance Criteria</i>				
13 Green Design and Building	✓	✓	✓	✓
14 Relocation and Anti-Displacement Strategy	✓	✓	✓	✓
15 General Compliance	✓	✓	✓	✓
<i>LIHTC-Specific Requirements</i>				
16 Year 15 Plan	✓	✓	NA	✓

SCORING CRITERIA				
UNDERWRITING SCORING	Potential Points			
1 Financial and Economic Feasibility	30	30	30	30
2 Development Team Capacity and Experience	30	30	25	30
3 Site Selection and Design Characteristics	5	5	5	5
4 Market Demand and Need Analysis	10	10	10	10
5 Acquisition Cost Reasonableness	5	5	5	5
6 Compliance with DHCD Cost and Funding Guidelines	10	10	10	10
7 Leverage	10	10	10	10
Underwriting Scoring Subtotal	100	100	95	100
PRIORITIZATION SCORING	Potential Points			
<i>Demographic Criteria</i>				
1 Permanent Supportive Housing and TAH	10	10	0	10
2 Supportive Services Plan	5	0	0	5
3 Family-Oriented Units	10	10	10	10
4 Senior Housing	5	5	5	5
5 Income Levels Served	7	7	7	7
6 Section 8 and Public Housing Waiting Lists	1	1	1	1
<i>Applicant Criteria</i>				
7 Non-Profit Participation and Right of First Refusal	5	5	5	5
8 Small Business Enterprise/Certified Business Enterprise	1	1	1	1
9 TOPA Preference	5	5	5	5
<i>Location Criteria</i>				
10 Transit Proximity	5	5	5	5
11 Economic Opportunity Targeting	12	12	12	12
12 R/ECAP	2	2	2	2
<i>Project Criteria</i>				
13 Mixed-Income	7	7	7	7
14 Preference for Projects with District Land	10	10	10	10
15 Net Zero Energy or Living Building Challenge Preference	5	5	5	5
16 Extended Use Restriction	5	5	5	5
<i>Other DHCD Policy Objectives</i>				
17 Meeting Other DHCD Policy Objectives	5	5	5	5
Prioritization Scoring Subtotal	100	95	85	100
TOTAL	200	195	180	200

Note: Not all selection criteria relate to the NHTF funds or should be construed as a preference for the purposes of the NHTF. For example NHTF funds will not be used for Preservation (Rehabilitation) uses. The table above is from a previous Consolidated RFP, which offers other funding sources for Preservation.

As demonstrated above in the RFP scorecard and in the attached RFP document, all projects must have site control (#3) and comply with zoning requirements (#4) at the time of application. Further, projects must have completed the third-party reports required to conduct underwriting and compliance review.

Additional Selection Criteria that pertain specifically to ensuring timely obligation of funds are detailed below:

Threshold Eligibility Requirement #6 - Development Team Thresholds:

Under Threshold Eligibility Requirement number 11, "Development Team Thresholds," applicants must demonstrate that they have their development team in place and provide complete information and documentation on its members. At a minimum, the following team members must be identified:

- Owner (including all parties involved in the partnership)
- Developer
- Development Consultants (if applicable)
- Architect
- General Contractor
- Construction Manager (if applicable)
- Management Agent
- Supportive Services Provider (if project includes Permanent Supportive Housing units not designated as DBH units)

There is an extensive series of forms and attachments that must be completed and submitted for each member of the development team, including corporate documents, qualifications, resumes, references, organizational charts, workload descriptions, AIA documents, and financial statements.

Underwriting Scoring #1 – Financial and Economic Feasibility

The Financial and Economic Feasibility score is a composite of several factors listed below. Applications will be scored on the sub-criteria below, and the scores will be summed.

a. Form 202 – Application for Financing

Maximum points will be awarded to proposals that submit Form 202 containing a realistic set of sources and uses, development budget, and pro forma operating budget. Budgets and tax credit requests must be based on solid assumptions (vacancy rate, debt service coverage ratios, LIHTC raise rates, funding levels for reserves, etc.). The uses are appropriate for the project and the requested financing sources. Letters of interest with terms and conditions are submitted from multiple lenders and investors (at least two, but no more than three) for each proposed financing source, to demonstrate competitiveness of private loan and syndication terms. If multiple alternative financing scenarios are presented, letters of interest substantiate each.

b. Timeline

Maximum points will be awarded to projects that have a strong likelihood of proceeding into construction within 180 days of being selected for further underwriting by DHCD, based on the timeline, narrative, and supporting documentation.

c. Architectural Plans

Maximum points will be awarded to applicants that submit Architectural Plans that are permit-ready and have a construction budget that is aligned with the plans. The plans reflect all design characteristics committed to in this application, such as green building and accessibility features. The construction budget has been prepared and signed by the General Contractor and it is highly unlikely that the budget will change prior to loan closing.

d. Firm Financing Commitments

Maximum points will be awarded to applicants that submit Final Letters of Commitment from all other participating financial sources. Rates and terms have been locked in and lenders are ready to close as soon as DHCD commits to funding the final gap.

e. Overall Financial and Economic Feasibility

Maximum points will be awarded to applicants that demonstrate that long term-financial sustainability of the project is highly likely and an appropriate amount of tax credits are being requested, based on DHCD's assessment of overall feasibility and project readiness.

Underwriting Scoring #2 – Development Team Capacity and Experience

Development teams will be evaluated on their experience with and performance on comparable projects, as well as their capacity to deliver the proposed project and maintain long term viability and compliance. Applications will be scored on the sub-criteria below, and the scores will be summed.

a. Developer/Owner Capacity and Experience

Maximum points will be awarded to applicants (owner, borrower, sponsor, developer, and guarantor) that have the financial and workload capacity to make this project a top priority and execute it on a rapid timeline. The lead developer (and co-developer and/or development consultant, if applicable) demonstrates an exemplary track record in projects of similar size, scale, type and complexity to the proposed project.

b. General Contractor Capacity and Experience

Maximum points will be awarded to projects that have selected a General Contractor (GC) that demonstrates an exemplary track record in projects of similar size, scale, type and complexity to the proposed project. The GC has the capacity and experience to deliver this project on time, on budget, and to the highest quality standards, while maintaining compliance with applicable regulations such as Davis-Bacon and the Green Building Act.

c. Management Agent Capacity and Experience

Maximum points will be awarded to projects that have selected a Management Agent that demonstrates a successful track record in projects of similar size, scale, type and complexity to the proposed project, including a demonstrated ability to maintain ongoing compliance over the life of a project.

d. Architect/Construction Manager Capacity and Experience

Maximum points will be awarded to projects that have selected an Architect that demonstrates a successful track record in projects of similar size, scale, type and complexity to the proposed project, and has the capacity and experience to assure that the proposed design is compliant with all applicable regulations, such as the Green Building Act, accessibility standards, zoning, and historic preservation. The Architect and/or Construction Manager have/has the capacity and experience to provide project oversight to guarantee that it is delivered on time, on budget, and to the highest quality standards.

e. Overall Team Capacity and Experience

Maximum points will be awarded to projects that have a high likelihood of delivering on time and on budget and will remain in compliance for the life of the project, based on DHCD's assessment of overall team capacity and experience.

Distribution of Funds

NHTF funds will be awarded on a competitive basis through DHCD's semiannual RFP process, which DHCD uses to award the majority of the federal and local resources it administers for multifamily housing. These RFPs will make NHTF financing available directly to qualified recipients that submit applications to develop affordable rental housing that meets the criteria outlined in this allocation plan, more specific criteria described in each RFP, and criteria as required by federal and District statutes and rules. The District's 2018 allocation of NHTF funding will be focused on targeting affordable rental housing to address the priority need of assisting extremely low-income households with affordable housing to prevent homelessness as identified in the jurisdiction's Consolidated Plan. NHTF funding will be leveraged with local funds and local financing, including the Housing Production Trust Fund, Department of Behavioral Health Grant Fund, or Local Rent Supplement Program operating subsidies (a type of Project-Based Rental Assistance), and federal financing, such as Community Development Block Grant funds, HOME Investments Partnership Program funds, Housing Opportunities for People with AIDS funds, Low-Income Housing Tax Credits, and Housing Choice Voucher Program or Annual Contributions Contract Program operating subsidies (PBRA).

These RFPs are and will be part of a comprehensive semiannual funding plan to distribute financing across the District based on the need for rental housing across the city. DHCD will distribute funding from the NHTF in a manner that affirmatively furthers fair housing. For example, DHCD's recent RFPs, which made available funding from multiple federal and local sources, included prioritization scoring points for projects that would advance economic integration at the neighborhood level.

The District will award NHTF funds to eligible projects selected through the competitive RFP process. Awardees may use NHTF funds to pay for any eligible cost within an approved project budget, excluding costs that are specifically prohibited by federal or local rules. Eligible costs include hard or soft costs related to construction, demolition or other site work, acquisition of real property, financing and syndication-related costs, and operating or replacement reserves.

Awards of NHTF funds will be made in the form of below market rate, subordinate gap loans payable from available cash flow. Interest rates will range from 0 percent to 3 percent and terms will range from a minimum of 30 years. More specific loan terms will be prescribed in the RFP through which the NHTF funds are offered and in the underwriting process. Funding will be allocated only for newly constructed rental housing production. In this allocation, the District will not use funds for homeownership projects. All projects funded with NHTF funds will be required to execute a minimum 30-year affordability covenant recorded against the property's deed. This requirement will be established in the Loan Terms section of the Consolidated RFP, where it has been listed as a requirement in previous RFPs. DHCD awards Prioritization Scoring points (5 points) to projects that commit to Perpetual Affordability. DHCD enforces this requirement through the execution of an affordability covenant.

To promote safe, decent, and sanitary housing, NHTF projects shall comply with local housing requirements in the *DC Municipal Regulations*, Title 14. Applicants also must submit a construction scope of work and budget that addresses these needs, to ensure that the development will remain safe, decent, and sanitary over the life of the affordability period. As an example of how DHCD addresses this issue, please review excerpts from DHCD's most recent RFP, which is included as an attachment to this plan.³

Prior to closing on financing, each NHTF-funded recipient must provide a written description of eligible activities to be conducted with NHTF funds and execute a DHCD NHTF Written Agreement that certifies that housing assisted with NHTF funds will comply with NHTF requirements as required in 24 CFR §93.200.

Up to 10 percent of the District's NHTF allocation will be used for administration, as allowed by NHTF regulations.

Priority Funding Factors

As listed above in the RFP table, DHCD will award prioritization scoring points in the consolidated RFP to projects that advance certain District of Columbia policy priorities. Within this process all NHTF funds will be used to benefit Extremely Low Income (ELI) households. The allocation of the NHTF funds among projects will be consistent with the Priority Needs stated in the Strategic Plan detailed in the Consolidated Plan without limitation or preference being applied to a particular segment of the ELI population.

³ Generally, as part of an application for financing, applicants seeking to preserve or rehabilitate a property must provide a property conditions' needs assessment that identifies necessary repairs. However, since NHTF applicants will only be applying for new construction they will not be subject to this requirement.

The following table outlines how the most recently completed RFP prioritization scoring points align with the Priority Needs identified in the Consolidated Plan.

Priority Needs	Priority Funding Factors
Affordable housing	<ul style="list-style-type: none"> Income Levels Served Section 8 and Public Housing Waiting Lists Extended Use Restriction
Homelessness	<ul style="list-style-type: none"> Permanent Supportive Housing Supportive Services Plan Income Levels Served
Neighborhood Investments that Affirmatively Further Fair Housing Choice	<ul style="list-style-type: none"> Permanent Supportive Housing Family-Oriented Units Senior Housing Transit Proximity Economic Opportunity Targeting R/ECAP Mixed-Income Projects
Capacity-Building	<ul style="list-style-type: none"> Non-Profit Participation Small Business Enterprise/Certified Business Enterprise TOPA Preference
Sustainability/Green Building/Community Resilience	<ul style="list-style-type: none"> DC Green Design and Building requirements (Threshold Requirement) Net Zero Energy or Living Building Challenge
Plans/Studies	<ul style="list-style-type: none"> Reports and Plans (Phase I, market study, etc.) (Threshold Requirement)

It is important to note that between each funding round, DHCD solicits input from the public on ways the RFP can be improved. Based on these comments and on internal policy priorities, DHCD can make modifications to the RFP that will be used in future NHTF allocation plans.

Anti-Displacement

For properties that contain existing and occupied units prior to construction, funding applicants must submit a Relocation and Anti-Displacement Strategy addressing any temporary or permanent displacement of current occupants. In most instances, Relocation will not apply to the NHTF-funded projects since the District’s allocation will only be used for new construction, not rehabilitation.

Geographic Targeting

The geographic targeting DHCD uses to select preferred projects is detailed in the RFP and includes the following:

- **Transit Proximity:** projects located within 1/2 a mile of a Metro station or DC Streetcar stops.
- **Economic Opportunity Targeting:** points are awarded for projects based on location. DHCD seeks to create more affordable housing in high-opportunity neighborhoods, those with characteristics such as low crime, low poverty, and access to high-quality schools and jobs. Another goal of this point prioritization is to disperse the District's affordable-housing supply more equitably across neighborhoods and Wards and to provide a counterbalance to the implicit incentive for developers to build affordable housing in low-cost and high-poverty neighborhoods. Projects requesting NHTF funds will be scored against DHCD's RFP. A map and breakdown of the points are included in the attachments;
- **R/ECAP:** Full points will be awarded to projects that are not located in a HUD-designated Racially or Ethnically Concentrated Area of Poverty (R/ECAP).

Non-Federal Funding Leverage

DHCD awards preference points for use of alternative financing sources that reduce public investment in the project, including tax credit equity, conventional debt, and private grants. In mixed-income buildings, applicants may use surplus cash flow from market rate units to cross subsidize the affordable units and improve their leverage ratio.

Project-Based Rental Assistance

DHCD's RFPs are Consolidated Requests for Proposals. Other District Government agencies, including the Department of Behavioral Health, the Department of Human Services, and the D.C. Housing Authority (DCHA), make funds available through these consolidated RFPs. The relationship is formalized in an interagency Memorandum of Understanding. Applicants that request NHTF funds for units that benefit ELI households will also be able request PBRA from DCHA, subject to funding availability. Since NHTF will only be used to support 0 percent-30 percent AMI units (ELI units), DHCD will require NHTF units to have PBRA, whether through an existing contract or a through new PBRA contract awarded through the Consolidated RFP. NHTF dollars may be combined with any of the following PBRA programs, which are administered by the DCHA and offered through the Consolidated RFP:

- Housing Choice Voucher Program;
- Local Rent Supplement Program (LRSP); and
- Annual Contributions Contracts Authority (ACC)

DHCD and DCHA combine development subsidies with operating subsidies to ensure long-term feasibility and sustainability of units for households earning 0 percent-30-percent of AMI; however, both departments have underwriting standards and other safeguards in place to ensure that no unit is over-subsidized and that no more than the minimum amount of public funds required to support the reserved units is awarded.

Preference will be given to projects that have PBRA contracts in place to support the operations of the NHTF-funded units, or bring a contract secured outside of the Consolidated RFP. Projects that do not have a PBRA contract in place or a commitment lined up must request new PBRA assistance through the Consolidated RFP.

Maximum Per-unit Development Subsidy Amount

DHCD has chosen to use the HOME maximum subsidy limits (24 CFR §92.250) without modification throughout the entire District. The reasoning is that the District is roughly 70 square miles and integrated into a larger metropolitan area that represents a single market for the labor, professional services, and materials that contribute to the cost of constructing affordable housing. These limits are currently in use for the HOME program and have proven sufficient to produce units throughout the District. The average per unit HOME subsidy from 2010-2015 was \$53,000 and the highest per unit subsidy during this period was \$107,000. This subsidy level is possible because DHCD has a strong preference for units that leverage other funding sources and for mixed-income projects. Though the NHTF is targeted at a lower income level than what is required by the HOME program, the preference for leveraging other sources of funds and the District's threshold requirement that NHTF-funded units receive PBRA will ensure that the HOME maximum subsidy limits are suitable for the market. (The per-unit subsidy amounts are included below in Table 1.) Furthermore, the HOME maximum subsidy limits are familiar to the industry, will encourage applications for the newly available funding source, and facilitate project compliance and monitoring.

The total amount of funds that a participating jurisdiction may invest on a per-unit basis in affordable housing may not exceed the per-unit dollar limitations established under Section 221(d)(3)(ii) of the National Housing Act. HUD will allow the per-unit subsidy amount to be increased on a program-wide basis to an amount, up to 240 percent of the original per unit limits, to the extent that the costs of multifamily housing construction exceed the section 221(d)(3)(ii) limit. The District of Columbia is currently on the High Cost Percentage

Exception list. HUD’s Office of Multifamily Housing updates the Section 234 basic mortgage limits annually and publishes them in the *Federal Register*.

Table 1: HOME Per-Unit Subsidy Amounts

O-Bedroom	1-Bedroom	2-Bedroom	3- Bedroom	4- Bedroom
\$157,621	\$180,692	\$219,718	\$284,245	\$312,012

Performance Goals

NHTF currently allocates \$3,000,000 per year exclusively for ELI housing and is estimated to provide \$12,000,000 within the FY16-FY20 Consolidated Plan cycle. Given the cost to produce housing restricted to households earning less than 30-percent AMI, the District could only support between 1 and 3 small projects annually. However, DHCD expects to leverage funds from other sources that are available in the Consolidated Request for Proposals to meet and exceed the District’s goal to set aside 40 percent of its local funds towards ELI households. DHCD evaluated past project proposals that leveraged 4-percent low-income housing tax credits. Average requests from projects with units at 30-percent AMI averages at \$146,000. Most projects funded with 30-percent AMI units have been new construction as opposed to substantial rehabilitation which drove the weighted average higher. NHTF funds will only be used for new construction. Assuming these construction costs continue and DHCD uses all \$300,000 eligible for administrative costs, \$2.7 million per year would produce between 18 and 19 units annually that are restricted to 30 percent of the AMI.

Citizen Participation in Development of the NHTF Allocation Plan

The information from the Annual Housing Expo, Needs Hearing on July 12, 2018 and comments from the Annual Action Plan Hearing on July 25, 2018 will be summarized and entered into this document before August 16, 2018 when the final plan is to be submitted to the U S Department of Housing and Urban Development (HUD).

Table 2: Summary of Citizen Participation

Date	Mode of Outreach	Target of Outreach	Summary of Response/ Attendance	Summary of Comments Received/Accepted	Summary of Comments Not Accepted and Reasons	URL (if applicable)

The public hearing advertisement was placed two weeks before the event in the *DC Register*. Email blasts were sent to government agencies and interest groups. In addition, the Housing Association for Non-Profit Developers and the Coalition for Non-Profit Housing and Economic Development distributed the public hearing notice to their member bases.

DHCD encouraged participation from special-needs populations and advertised the availability of sign-language interpreters and interpreters for non-English speaking constituents upon request. The hearing was held at the Housing Resource Center located at 1800 Martin Luther King Jr. Ave. SE. However, prior to the hearing, DHCD solicited input at its 10th Annual Housing Expo.

Citizens Participation at Annual Housing Expo and Public Hearing Summary

FY 2017-2018 NATIONAL HOUSING TRUST FUND ALLOCATION PLAN FOR THE DISTRICT OF COLUMBIA

Submission to the U.S. Department of Housing and Urban Development

Brian Kenner
Deputy Mayor for Planning and Economic Development
Polly Donaldson, Director
1800 Martin Luther King Jr. Avenue SE | Washington, DC 20020

Table of Contents

Overview	2
Program Administration.....	3
Eligibility Requirements	3
Distribution of Funds.....	10
Performance Goals.....	15
Citizen Participation in Development of the NHTF Allocation Plan.....	16

Overview

The National Housing Trust Fund (NHTF) is a new federal affordable housing production program that will complement existing District of Columbia efforts to increase the supply of affordable housing for extremely low-income households, including homeless families and individuals, and persons with special needs. Congress established the NHTF through the Housing and Economic Recovery Act of 2008. On January 30, 2015, the U.S. Department of Housing and Urban Development (HUD) published an [Interim Rule](#) that guides implementation of the NHTF by the states. HUD plans to issue a final rule for the NHTF after states and the District have had experience administering the program and are able to offer comments regarding the initial implementation.

In years when total national funding is less than \$1 billion, 100 percent of each state's allocation must benefit households at or below the federal extremely low income (ELI) level, which is 30 percent of Area Median Income (AMI), or households with income below federal poverty level, whichever is greater. In the District, the ELI level is greater than the federal poverty level. Thus, in 2018, the District's entire NHTF allocation will be used to benefit ELI households because HUD estimates the total amount of the trust fund to be approximately \$174 million.¹

Given the requirements of the program and the need for rental housing affordable to ELI households in the city, the District will use NHTF program funds to develop newly constructed Permanent Supportive Housing, as defined below, for homelessness individuals and families consistent with the Priority Needs and the Strategic Plan's Goals laid out in the District's Consolidated Plan.

NHTF funding will be blended with other federal and local funding resources, including Project Based Rental Assistance, to finance properties that include these units. The terms of competitive solicitations may specify deeper targeting and lower maximum rents for NHTF units than those in the federal Interim Rule.

¹ In years that total NHTF funding exceeds \$1 billion nationally up to 25 percent of a state's allocation can be used to benefit very low income (VLI) households (those at or below 50 percent of AMI).

Program Administration

The Department of Housing and Community Development (DHCD) will administer the NHTF in the District. The Development Finance Division (DFD) will obligate funds and undertake eligible activities in a timely manner. In fiscal year 2016 alone, DFD closed projects worth \$128.6 million. In the Spring 2016 Request for Proposals (RFP), developers submitted 29 applications requesting nearly \$180 million in federal and local resources; after completing a threshold eligibility review and scoring and ranking process, DHCD selected 13 projects totaling \$102.5 million for more thorough underwriting.

Eligibility Requirements

Per 24 CFR §93.2, DHCD will award NHTF (or, as specified in the regulations, “HTF”) funds to applicants meeting the definition as stated in the regulations:

“Recipient means an organization, agency, or other entity (including a public housing agency, or a for-profit entity or a nonprofit entity) that receives HTF assistance from a grantee as an owner or developer to carry out an HTF-assisted project. A recipient must:

1. Make acceptable assurances to the grantee that it will comply with the requirements of the HTF program during the entire period that begins upon selection of the recipient to receive HTF funds, and ending upon the conclusion of all HTF-funded activities;
2. Demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity;
3. Demonstrate its familiarity with the requirements of other Federal, State, or local housing programs that may be used in conjunction with HTF funds to ensure compliance with all applicable requirements and regulations of such programs; and
4. Have demonstrated experience and capacity to conduct an eligible HTF activity as evidenced by its ability to:
 - i. Own, construct, or rehabilitate, and manage and operate an affordable multifamily rental housing development; or
 - ii. Design, construct, or rehabilitate, and market affordable housing for homeownership.
 - iii. Provide forms of assistance, such as down payments, closing costs, or interest rate buydowns for purchasers.”

DHCD will accept and consider eligible development proposals from all applicants that meet this definition and any additional requirements of a recipient under 24 CFR §93.2. Upon application, eligible recipients shall meet the threshold requirements provided in DHCD’s current Consolidated RFP, including the following Threshold Eligibility Requirements:

1. Having an eligible project type, which shall produce or preserve affordable housing;²
2. At least 5 percent of Production units must be Permanent Supportive Housing (PSH) units, which is defined under D.C. Official Code §4-751.01-28 as “Supportive housing for an unrestricted period of time for individuals and families who were once homeless and continue to be at imminent risk of homelessness, including persons with disabilities as defined in 24 CFR §582.5 for whom self-sufficient living may be unlikely and whose care can be supported through public funds”;
3. Control of the proposed site;
4. Compliance with the zoning requirements;
5. Provide a Development Budget and Operating Pro forma that meets DHCD’s underwriting standards;
6. Financing letters from other prospective lenders and investors;
7. Financial information for operational projects (this is a Threshold Requirement in the Consolidated RFP for rehabilitation (or Preservation) projects only; it is not applicable to NHTF funds, which will only be available to new construction projects);
8. A development team that includes an owner, developer, development consultants (if applicable), an architect, general contractor, construction manager (if applicable), management agent, and supportive services provider (for PSH units) that are not debarred from receiving federal or District funding and collectively demonstrate the financial;
9. An appraisal, that include the values for the property “as-is,” “as-built” with restrictive rents, and “as-built” with unrestricted rents;
10. A market study;
11. A Phase I Environmental Site Assessment;
12. Architectural plans and cost estimates;
13. The project must meet designed and constructed accordance with the Green Building Act of 2006, D.C. Official Code §§6-1451.01, et seq.;
14. A relocation and anti-displacement strategy (this is a Threshold Requirement in the Consolidated RFP for occupied properties, but it is not applicable to NHTF funds, which will only be available to new construction projects);
15. An indication of compliance with the Rental Housing Act (D.C. Official Code §§42-3501.01, et seq.), the Tenant Opportunity to Purchase Act of 1980 (D.C. Official Code §§42-3404.01, et seq.), and all other compliance and monitoring requirements; and
16. A year 15 plan for projects that will use Low Income Housing Tax Credit financing.

In addition to meeting the above threshold requirements, applicants shall:

- Include a description of the eligible activities to be conducted with NHTF funds, and demonstrate that projects can be completed within the five-year period covered by this plan;

² DHCD’s RFPs contain this as a threshold requirement. NHTF applicants will qualify as new construction, or Production, projects and will not be subject to Preservation threshold criterion.

- Explain management practices related to leasing to homeless households or persons with special needs; and
- Certify that eligible activities assisted with NHTF funds will comply with the NHTF requirements.

Applicants that meet all Threshold Eligibility Requirements are then scored according to the RFP scoring criteria (see the Spring 2017 Affordable Housing Scorecard on the next page), which further evaluates the project team’s technical and financial capacity to meet the recipient requirements of 24 CFR §93.2.

Ability to enter into a Commitment for NHTF funds/Timeliness

The ability to enter into a commitment for NHTF funds and undertake eligible activities in a timely manner is a minimum requirement of DHCD’s RFP. Currently, DHCD’s project selection criteria include the following threshold eligibility requirements and scoring criteria, many of which evaluate project readiness and developer capacity, as illustrated by the Spring 2017 Affordable Housing Scorecard on the next page.

Spring 2017 Affordable Housing RFP Selection Criteria

THRESHOLD ELIGIBILITY REQUIREMENTS	Applicable?			
	Production (Rental w/ PSH Units)	Production (Rental w/ DSH Units)	Production (Homeownership)	Preservation
<i>Project Criteria</i>				
1 Eligible Project Type	✓	✓	✓	✓
2 Permanent Supportive Housing	✓	✓	NA	NA
3 Site Control	✓	✓	✓	✓
4 Zoning	✓	✓	✓	✓
<i>Financial Criteria</i>				
5 Development Budget and Operating Proforma	✓	✓	✓	✓
6 Financing Letters	✓	✓	✓	✓
7 Financial Information for Operational Projects	NA	NA	NA	✓
<i>Applicant Criteria</i>				
8 Development Team Thresholds	✓	✓	✓	✓
<i>Reports and Plans</i>				
9 Appraisal	✓	✓	✓	✓
10 Market Study	✓	✓	✓	✓
11 Environmental Site and Physical Needs Assessments	✓	✓	✓	✓
12 Architectural Plans and Cost Estimates	✓	✓	✓	✓
<i>Compliance Criteria</i>				
13 Green Design and Building	✓	✓	✓	✓
14 Relocation and Anti-Displacement Strategy	✓	✓	✓	✓
15 General Compliance	✓	✓	✓	✓
<i>LIHTC-Specific Requirements</i>				
16 Year 15 Plan	✓	✓	NA	✓

SCORING CRITERIA				
UNDERWRITING SCORING	Potential Points			
1 Financial and Economic Feasibility	30	30	30	30
2 Development Team Capacity and Experience	30	30	25	30
3 Site Selection and Design Characteristics	5	5	5	5
4 Market Demand and Need Analysis	10	10	10	10
5 Acquisition Cost Reasonableness	5	5	5	5
6 Compliance with DHCD Cost and Funding Guidelines	10	10	10	10
7 Leverage	10	10	10	10
Underwriting Scoring Subtotal	100	100	95	100
PRIORITIZATION SCORING	Potential Points			
<i>Demographic Criteria</i>				
1 Permanent Supportive Housing and TAH	10	10	0	10
2 Supportive Services Plan	5	0	0	5
3 Family-Oriented Units	10	10	10	10
4 Senior Housing	5	5	5	5
5 Income Levels Served	7	7	7	7
6 Section 8 and Public Housing Waiting Lists	1	1	1	1
<i>Applicant Criteria</i>				
7 Non-Profit Participation and Right of First Refusal	5	5	5	5
8 Small Business Enterprise/Certified Business Enterprise	1	1	1	1
9 TOPA Preference	5	5	5	5
<i>Location Criteria</i>				
10 Transit Proximity	5	5	5	5
11 Economic Opportunity Targeting	12	12	12	12
12 R/ECAP	2	2	2	2
<i>Project Criteria</i>				
13 Mixed-Income	7	7	7	7
14 Preference for Projects with District Land	10	10	10	10
15 Net Zero Energy or Living Building Challenge Preference	5	5	5	5
16 Extended Use Restriction	5	5	5	5
<i>Other DHCD Policy Objectives</i>				
17 Meeting Other DHCD Policy Objectives	5	5	5	5
Prioritization Scoring Subtotal	100	95	85	100
TOTAL	200	195	180	200

Note: Not all selection criteria relate to the NHTF funds or should be construed as a preference for the purposes of the NHTF. For example NHTF funds will not be used for Preservation (Rehabilitation) uses. The table above is from a previous Consolidated RFP, which offers other funding sources for Preservation.

As demonstrated above in the RFP scorecard and in the attached RFP document, all projects must have site control (#3) and comply with zoning requirements (#4) at the time of

application. Further, projects must have completed the third-party reports required to conduct underwriting and compliance review.

Additional Selection Criteria that pertain specifically to ensuring timely obligation of funds are detailed below:

Threshold Eligibility Requirement #6 – Development Team Thresholds:

Under Threshold Eligibility Requirement number 11, “Development Team Thresholds,” applicants must demonstrate that they have their development team in place and provide complete information and documentation on its members. At a minimum, the following team members must be identified:

- Owner (including all parties involved in the partnership)
- Developer
- Development Consultants (if applicable)
- Architect
- General Contractor
- Construction Manager (if applicable)
- Management Agent
- Supportive Services Provider (if project includes Permanent Supportive Housing units not designated as DBH units)

There is an extensive series of forms and attachments that must be completed and submitted for each member of the development team, including corporate documents, qualifications, resumes, references, organizational charts, workload descriptions, AIA documents, and financial statements.

Underwriting Scoring #1 – Financial and Economic Feasibility

The Financial and Economic Feasibility score is a composite of several factors listed below. Applications will be scored on the sub-criteria below, and the scores will be summed.

a. Form 202 – Application for Financing

Maximum points will be awarded to proposals that submit Form 202 containing a realistic set of sources and uses, development budget, and pro forma operating budget. Budgets and tax credit requests must be based on solid assumptions (vacancy rate, debt service coverage ratios, LIHTC raise rates, funding levels for reserves, etc.). The uses are appropriate for the project and the requested financing sources. Letters of interest with terms and conditions are submitted from multiple lenders and investors (at least two, but no more than three) for each proposed financing source, to demonstrate competitiveness of private loan and syndication terms. If multiple alternative financing scenarios are presented, letters of interest substantiate each.

b. Timeline

Maximum points will be awarded to projects that have a strong likelihood of proceeding into construction within 180 days of being selected for further

underwriting by DHCD, based on the timeline, narrative, and supporting documentation.

c. Architectural Plans

Maximum points will be awarded to applicants that submit Architectural Plans that are permit-ready and have a construction budget that is aligned with the plans. The plans reflect all design characteristics committed to in this application, such as green building and accessibility features. The construction budget has been prepared and signed by the General Contractor and it is highly unlikely that the budget will change prior to loan closing.

d. Firm Financing Commitments

Maximum points will be awarded to applicants that submit Final Letters of Commitment from all other participating financial sources. Rates and terms have been locked in and lenders are ready to close as soon as DHCD commits to funding the final gap.

e. Overall Financial and Economic Feasibility

Maximum points will be awarded to applicants that demonstrate that long term-financial sustainability of the project is highly likely and an appropriate amount of tax credits are being requested, based on DHCD's assessment of overall feasibility and project readiness.

Underwriting Scoring #2 – Development Team Capacity and Experience

Development teams will be evaluated on their experience with and performance on comparable projects, as well as their capacity to deliver the proposed project and maintain long term viability and compliance. Applications will be scored on the sub-criteria below, and the scores will be summed.

a. Developer/Owner Capacity and Experience

Maximum points will be awarded to applicants (owner, borrower, sponsor, developer, and guarantor) that have the financial and workload capacity to make this project a top priority and execute it on a rapid timeline. The lead developer (and co-developer and/or development consultant, if applicable) demonstrates an exemplary track record in projects of similar size, scale, type and complexity to the proposed project.

b. General Contractor Capacity and Experience

Maximum points will be awarded to projects that have selected a General Contractor that demonstrates an exemplary track record in projects of similar size, scale, type and complexity to the proposed project. The GC has the capacity and experience to deliver this project on time, on budget, and to the highest quality standards, while maintaining compliance with applicable regulations such as Davis-Bacon and the Green Building Act.

c. Management Agent Capacity and Experience

Maximum points will be awarded to projects that have selected a Management Agent that demonstrates a successful track record in projects of similar size, scale, type, and complexity to the proposed project, including a demonstrated ability to maintain ongoing compliance over the life of a project.

d. Architect/Construction Manager Capacity and Experience

Maximum points will be awarded to projects that have selected an Architect that demonstrates a successful track record in projects of similar size, scale, type, and complexity to the proposed project, and has the capacity and experience to assure that the proposed design is compliant with all applicable regulations, such as the Green Building Act, accessibility standards, zoning, and historic preservation. The Architect and/or Construction Manager have/has the capacity and experience to provide project oversight to guarantee that it is delivered on time, on budget, and to the highest quality standards.

e. Overall Team Capacity and Experience

Maximum points will be awarded to projects that have a high likelihood of delivering on time and on budget and will remain in compliance for the life of the project, based on DHCD's assessment of overall team capacity and experience.

Distribution of Funds

NHTF funds will be awarded on a competitive basis through DHCD's semiannual RFP process, which DHCD uses to award the majority of the federal and local resources it administers for multifamily housing. These RFPs will make NHTF financing available directly to qualified recipients that submit applications to develop affordable rental housing that meets the criteria outlined in this allocation plan, more specific criteria described in each RFP, and criteria as required by federal and District statutes and rules. The District's 2018 allocation of NHTF funding will be focused on targeting affordable rental housing to address the priority need of assisting extremely low income households with affordable housing to prevent homelessness as identified in the jurisdiction's Consolidated Plan. NHTF funding will be leveraged with local funds, and local financing, including the Housing Production Trust Fund, Department of Behavioral Health Grant Fund, or Local Rent Supplement Program operating subsidies (a type of Project Based Rental Assistance), and federal financing, such as Community Development Block Grant funds, HOME Investments Partnership Program funds, Housing Opportunities for People with AIDS funds, Low-Income Housing Tax Credits, and Housing Choice Voucher Program or Annual Contributions Contract Program operating subsidies (PBRA).

These RFPs are and will be part of a comprehensive semiannual funding plan to distribute financing across the District based on the need for rental housing across the city. DHCD will distribute funding from the NHTF in a manner that affirmatively furthers fair housing. For example, DHCD's recent RFPs, which made available funding from multiple federal and local sources, included prioritization scoring points for projects that would advance economic integration at the neighborhood level.

The District will award NHTF funds to eligible projects selected through the competitive RFP process. Awardees may use NHTF funds to pay for any eligible cost within an approved project budget, excluding costs that are specifically prohibited by federal or local rules. Eligible costs include hard or soft costs related to construction, demolition or other site work, acquisition of real property, financing and syndication-related costs, and operating or replacement reserves.

Awards of NHTF funds will be made in the form of below market rate, subordinate gap loans payable from available cash flow. Interest rates will range from 0 percent-3 percent and terms will range from a minimum of 30 years. More specific loan terms will be prescribed in the RFP through which the NHTF funds are offered, and in the underwriting process. Funding will be allocated only for newly constructed rental housing production. In this allocation, the District will not use funds for homeownership projects. All projects funded with NHTF funds will be required to execute a minimum 30-year affordability covenant recorded against the property's deed. This requirement will be established in the Loan Terms section of the

Consolidated RFP, where it has been listed as a requirement in previous RFPs. DHCD awards Prioritization Scoring points (5 points) to projects that commit to Perpetual Affordability. DHCD enforces this requirement through the execution of an affordability covenant.

To promote safe, decent, and sanitary housing, NHTF projects shall comply with local housing requirements in the *DC Municipal Regulations*, Title 14. Applicants also must submit a construction scope of work and budget that addresses these needs, to ensure that the development will remain safe, decent, and sanitary over the life of the affordability period. As an example of how DHCD addresses this issue, please review excerpts from DHCD's most recent RFP, which is included as an attachment to this plan.³

Prior to closing on financing, each NHTF-funded recipient must provide a written description of eligible activities to be conducted with NHTF funds and execute a DHCD NHTF Written Agreement that certifies that housing assisted with NHTF funds will comply with NHTF requirements as required in 24 CFR §93.200.

Up to 10 percent of the District's NHTF allocation will be used for administration, as allowed by NHTF regulations.

Priority Funding Factors

As listed above in the RFP table, DHCD will award prioritization scoring points in the consolidated RFP to projects that advance certain District of Columbia policy priorities. Within this process all NHTF funds will be used to benefit Extremely Low Income (ELI) households. The allocation of the NHTF funds among projects will be consistent with the Priority Needs stated in the Strategic Plan detailed in the Consolidated Plan without limitation or preference being applied to a particular segment of the ELI population.

The table on the next page outlines how the most recent completed RFP prioritization scoring points align with the Priority Needs identified in the Consolidated Plan.

³ Generally, as part of an application for financing, applicants seeking to preserve or rehabilitate a property must provide a property conditions needs assessment that identifies necessary repairs. However, since NHTF applicants will only be applying for new construction they will not be subject to this requirement.

Priority Needs	Priority Funding Factors
Affordable housing	<ul style="list-style-type: none"> • Income Levels Served • Section 8 and Public Housing Waiting Lists • Extended Use Restriction
Homelessness	<ul style="list-style-type: none"> • Permanent Supportive Housing • Supportive Services Plan • Income Levels Served
Neighborhood Investments that Affirmatively Further Fair Housing Choice	<ul style="list-style-type: none"> • Permanent Supportive Housing • Family-Oriented Units • Senior Housing • Transit Proximity • Economic Opportunity Targeting • R/ECAP • Mixed-Income Projects
Capacity-Building	<ul style="list-style-type: none"> • Non-Profit Participation • Small Business Enterprise/Certified Business Enterprise • TOPA Preference
Sustainability/Green Building/Community Resilience	<ul style="list-style-type: none"> • DC Green Design and Building requirements (Threshold Requirement) • Net Zero Energy or Living Building Challenge
Plans/Studies	<ul style="list-style-type: none"> • Reports and Plans (Phase I, market study, etc.) (Threshold Requirement)

It is important to note that between each funding round, DHCD solicits input from the public on ways the RFP can be improved. Based on these comments and on internal policy priorities, DHCD can make modifications to the RFP that will be used in future NHTF allocation plans.

Anti-Displacement

For properties that contain existing and occupied units prior to construction, funding applicants must submit a Relocation and Anti-Displacement Strategy addressing any temporary or permanent displacement of current occupants. In most instances, Relocation will not apply the NHTF funded projects since the District’s allocation will only be used for new construction, not rehabilitation.

Geographic Targeting

The geographic targeting DHCD uses to select preferred projects is detailed in the RFP and includes the following:

- **Transit Proximity:** Projects located within 1/2 a mile of a Metro station or DC Streetcar stops.
- **Economic Opportunity Targeting:** Points are awarded for projects based on location. DHCD seeks to create more affordable housing in high opportunity neighborhoods, those with characteristics such as low-crime, low-poverty, and access to high quality schools and jobs. Another goal of this point prioritization is to disperse the District's affordable housing supply more equitably across neighborhoods and Wards and to provide a counterbalance to the implicit incentive for developers to build affordable housing in low-cost and high poverty neighborhoods. Projects requesting NHTF funds will be scored against DHCD's RFP. A map and breakdown of the points are included in the attachments.
- **R/ECAP:** Full points will be awarded to projects that are not located in a HUD-designated Racially or Ethnically Concentrated Area of Poverty (R/ECAP).

Non-Federal Funding Leverage

DHCD awards preference points for use of alternative financing sources that reduce public investment in the project, including tax credit equity, conventional debt, and private grants. In mixed-income buildings, applicants may use surplus cash flow from market rate units to cross subsidize the affordable units and improve their leverage ratio.

Project-Based Rental Assistance

DHCD's RFPs are Consolidated Requests for Proposals. Other District Government agencies, including the Department of Behavioral Health (DBH), the Department of Human Services (DHS), and the D.C. Housing Authority (DCHA), make funds available through these consolidated RFPs. The relationship is formalized in an interagency Memorandum of Understanding. Applicants that request NHTF funds for units that benefit ELI households will also be able request project-based rental assistance (PBRA) from DCHA, subject to funding availability. Since NHTF will only be used to support 0 percent-30 percent AMI units (ELI units), DHCD will require NHTF units to have PBRA, whether through an existing contract or a through new PBRA contract awarded through the Consolidated RFP. NHTF dollars may be combined with any of the following PBRA programs, which are administered by the DCHA and offered through the Consolidated RFP:

- Housing Choice Voucher Program;
- Local Rent Supplement Program (LRSP); and
- Annual Contributions Contracts Authority (ACC).

DHCD and DCHA combine development subsidies with operating subsidies to ensure long-term feasibility and sustainability of units for households earning between 0 percent-30-percent of AMI; however, both departments have underwriting standards and other

safeguards in place to ensure that no unit is over-subsidized and that no more than the minimum amount of public funds required to support the reserved units is awarded.

Preference will be given to projects that have PBRA contracts in place to support the operations of the NHTF-funded units, or bring a contract secured outside of the Consolidated RFP. Projects that do not have a PBRA contract in place or a commitment lined up must request new PBRA assistance through the Consolidated RFP.

Maximum Per-unit Development Subsidy Amount

DHCD has chosen to use the HOME maximum subsidy limits (24 CFR §92.250) without modification throughout the entire District. The reasoning is that the District is roughly 70 square miles and integrated into a larger metropolitan area that represents a single market for the labor, professional services, and materials that contribute to the cost of constructing affordable housing. These limits are currently in use for the HOME program and have proven sufficient to produce units throughout the District. The average per unit HOME subsidy from 2010-2015 was \$53,000 and the highest per unit subsidy during this period was \$107,000. This subsidy level is possible because DHCD has a strong preference for units that leverage other funding sources and for mixed-income projects. Though the NHTF is targeted at a lower income level than what is required by the HOME program, the preference for leveraging other sources of funds and the District's threshold requirement that NHTF-funded units receive project based rental assistance will ensure that the HOME maximum subsidy limits are suitable for the market. (The per-unit subsidy amounts are included below in Table 1.) Furthermore, the HOME maximum subsidy limits are familiar to the industry, will encourage applications for the newly available funding source, and facilitate project compliance and monitoring.

The total amount of funds that a participating jurisdiction may invest on a per-unit basis in affordable housing may not exceed the per-unit dollar limitations established under Section 221(d)(3)(ii) of the National Housing Act. HUD will allow the per-unit subsidy amount to be increased on a program-wide basis to an amount, up to 240 percent of the original per unit limits, to the extent that the costs of multifamily housing construction exceed the section 221(d)(3)(ii) limit. The District of Columbia is currently on the High Cost Percentage Exception list. HUD's Office of Multifamily Housing updates the Section 234 basic mortgage limits annually and publishes them in the *Federal Register*.

Table 1: HOME Per-Unit Subsidy Amounts

0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
\$157,621	\$180,692	\$219,718	\$284,245	\$312,012

Performance Goals

NHTF currently allocates \$3,000,000 per year exclusively for ELI housing, and is estimated to provide \$12,000,000 within the FY16-FY20 Consolidated Plan cycle. Given the cost to produce housing restricted to households earning less than 30 percent AMI, the District could only support between one and three small projects annually. However, DHCD expects to leverage funds from other sources that are available in the Consolidated Request for Proposals to meet and exceed the District's goal to set aside 40 percent of its local funds toward ELI households. DHCD evaluated past project proposals that leveraged 4 percent low income housing tax credits. Average requests from projects with units at 30 percent AMI averages at \$146,000. Most projects funded with 30-percent AMI units have been new construction as opposed to substantial rehabilitation, which drove the weighted average higher. NHTF funds will only be used for new construction. Assuming these construction costs continue and DHCD uses all \$300,000 eligible for administrative costs; \$2.7 million per year would produce between 18 and 19 units annually that are restricted to 30 percent AMI.

Citizen Participation in Development Of the NHTF Allocation Plan

On Tuesday, June 27, 2017, DHCD held a public hearing for the 2018 Annual Action Plan and National Housing Trust Fund Allocation Plan. Although DHCD did not receive any comments about NHTF a summary of the outreach events is below.

Table 2: Summary of Citizen Participation

Date	Mode of Outreach	Target of Outreach	Summary of Response/ Attendance	Summary of Comments Received/Accepted	Summary of Comments Not Accepted and Reasons	URL (if applicable)
June 27, 2017	Public Hearing (National Housing Trust Fund (NHTF))	Non-targeted/ broad community	See below	See below	N/A	N/A

The public hearing advertisement was placed two weeks before the event in *the DC Register*. Email blasts were sent to government agencies and interest groups. In addition, the Housing Association for Non-Profit Developers and the Coalition for Non-Profit Housing and Economic Development distributed the public hearing notice to their member base.

DHCD encouraged participation from special needs populations and advertised the availability of sign-language interpreters and interpreters for non-English speaking constituents upon request. The hearing was held at the Housing Resource Center located at 1800 Martin Luther King Jr. Ave. SE. However, prior to the hearing, DHCD solicited input at its 9th Annual Housing Expo and Home Show.

Citizens Participation at Annual Housing Expo and Public Hearing Summary

On June 24, 2017, during the one month public comment period for the 2018 Annual Action Plan, DHCD conducted an all-day public participation, comment and feedback session during DHCD's 9th Annual Housing Expo and Home Show, located at the Washington Convention Center, in Washington, DC.

The public was able to discuss, leave their comments, and most importantly, vote on the main initiatives proposed in this year's action plan. The areas highlighted in the 2018 Annual Action Plan are:

- Green Building
- Community Infrastructure and Facilities
- Community Economic Development
- Home Rehabilitation
- Homeownership
- Vacant and Blighted Properties
- Housing Development Finance

By the end of the Expo, DHCD had received over 600 responses from the public to the proposed Action Plan. Of those responses, most of the public's feedback stressed the importance of Housing Development Finance, Community Infrastructure and Facilities, and Homeownership.

Housing Development Finance

This area of the Plan received the greatest overall number of responses with over 66 percent calling for programs to address Housing for Persons Exiting Homelessness. Housing for seniors and persons with mental/physical disabilities received approximately 30 percent of citizens' responses; another 25 percent stressed the importance of Housing for Target Populations (that is, Veterans, Teachers, At Risk Persons/Families and Public Safety Employees).

Community Infrastructure and Facilities

About 50 percent of the responses were in support of Community Infrastructure and Facilities, and suggested that DHCD address infrastructure needs. Many of the public's comments on infrastructure focused on programs to address streets, sidewalks, alleys, and lighting in the District, while 30 percent of the responses highlighted community gardens and improved parks/playgrounds.

Homeownership

Homeownership received the third highest total number of responses from the public attending the Expo. Since the Expo's focus was on providing information on the many aspects of affordable housing, the public's comments and responses in this area targeted how to own a home. Two thirds (2/3) of the responses were regarding Home Purchase/Down Payment Assistance programs, and the remaining 1/3 advocated for Housing Counseling/Financial Literacy.

Testimony of Miriam's Kitchen at Public Hearing

On Tuesday, June 27 2017, at 6:00 p.m., DHCD held a public hearing on the 2018 Annual Action Plan and National Housing Trust Fund Allocation Plan. The goal of the hearing in accordance with the agency's Citizen's Participation Plan was to provide a forum, and to receive public comments and testimony before the agency submits the Action Plan in August.

The hearing closed at 6:40 p.m., and received testimony only from Miriam's Kitchen (Miriam), a nonprofit organization whose mission is to serve the District's homeless and underserved citizens. Miriam's Kitchen is located in NW Washington, DC and a summary of the testimony is listed below.

Miriam has requested that DHCD use CDBG and HOME funds to support: (1) the development of PHS; (2) More Targeted Affordable Housing; and (3) Rapid Re-Housing Programs for the city's most vulnerable individuals and families.

Miriam would also like to see 15 percent of the District's CDBG allocation target Homeless Services. The funds would be used to provide the following service needs: (Below are excerpts of Miriam's Kitchen's testimony.)

1. **Services for PSH:** CDBG could be used with local funds to provide more staffing for a low barrier shelter program.
2. **Services in Low Barrier Shelters for Single Adults:** CDBG dollars would provide increased staffing at the various centers including 801 East Men's Shelter.
3. **Outreach Services:** CDBG would be used in conjunction with other Federal funds (used currently) to provide needed outreach services to people on the street and in shelters.
4. **Downtown Services Center:** While the Martin Luther King Jr. Library serves as an "unofficial" daytime shelter, CDBG funds can be used to open a much needed downtown shelter.
5. **Staffing for Prevention/Diversion Program Pilot:** Partnering with other sister agencies (for example, DHS), \$2 million in CDBG funds could be used to launch a prevention/diversion housing program that will target single adults from becoming homeless. The funds would cover staffing and the administration of the pilot program.

Regarding 2018 HOME Investment Program funds, Miriam would like DHCD to target two areas:

1. **Development of PSH:** HOME funds could be used for additional housing programs, like the DHCD-funded North Capitol Commons Housing project, and other projects that would house and also provide services to people experiencing chronic homelessness.

2. **Rapid Rehousing Program:** DHCD would use HOME dollars to expand the number of units under the current program from 450 units to 2,500 units.

As for the Emergency Solutions Grant (ESG), Miriam recognizes the current year's grant funds are dedicated to providing emergency rental assistance to the District's most at-risk families. However, they would also like to see ESG funds used for the following services (similar to CDBG):

1. Services in low barrier shelters for single adults
2. Outreach services
3. Staffing for a Downtown Services Center
4. Rapid Rehousing Program

Testimony of Central American Resource Center (CARECEN) and their Clients

On July 25, 2017, CARECEN and their clients submitted their testimony to DHCD about the 2018 Action Plan. CARECEN is a nonprofit based in Washington, DC, with the mission of providing tenant, homeownership and housing counseling services to the District's growing immigrant population. The organization supports DHCD's mission to provide affordable housing through many of the agency's local and federally funded programs including CDBG and the NHTF.

CARECEN highlights many of the financial, socio-economic, cultural and language barriers their clients face on the pathway to homeownership. CDBG funds help their organization provide assistance to District of Columbia citizens to curb home foreclosures and displacement. In addition, with funds from CDBG, CARECEN offers credit and financial management along with tenant rights programs. In conclusion, CARECEN supports DHCD's administration of the CDBG program. Testimonies were submitted by the following individuals:

1. Anabell Martinez, CARECEN Housing Program Director
2. Jose Hernandez, District Resident
3. Lidia Ramirez, District Resident
4. Miguel Solis, District Resident
5. Vilma Ramos, District Resident
6. Maria Salvador, District Resident
7. Aurelia Gonzalez, District Resident
8. 3115 Tenant Association Inc.

May 2018

INCLUSIONARY ZONING FISCAL YEAR 2017 ANNUAL REPORT

Polly Donaldson, Director
Department of Housing and Community Development
1800 Martin Luther King Jr. Avenue SE | Washington, DC 20020



WE ARE WASHINGTON
GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

Table of Contents

Letter from Mayor Muriel Bowser	3
Summary	4
Produced Inclusionary Developments and Units by Fiscal Year	5
IZ Unit Types Produced (by Bedroom Count) vs. IZ Household Registration (by Number of Persons in Each Household)* 2017	6
IZ Unit Types Produced (Rent or Purchase) vs. IZ Household Registration Preferences (Rent or Purchase)* 2017	7
IZ Unit Affordability Levels vs. Household Registration Income Levels* 2017	8
About Inclusionary Zoning	9
FY 2017 Annual Report (Legislative Reporting Requirement).....	9
Map: Filed Certificates of Inclusionary Zoning Compliance	15

Cover photo: The Buchanan Park Townhomes in Capitol Hill

Letter from Mayor Muriel Bowser



Mayor Muriel Bowser

As Washington, DC grows, we are committed to making room for everyone, whether it be someone who put down roots long ago, or who wants to make DC their home for the first time.

This is why we are using every funding source and tool available, so more individuals and families can take advantage of all the benefits our growing and prosperous city has to offer. Since coming into office, my Administration has sparked the creation or preservation of more than 10,800 affordable units, with another 5,200 in preconstruction.

In fact, we have allocated approximately \$1 billion for fiscal year 2018 to help make living in Washington, DC more affordable for everyone—and plan to spend more than \$1 billion next year.

Our strategy has won national recognition: Washington, DC is the 2017 winner of the Urban Land Institute’s Larson Housing Policy Leadership Award. This annual award, provided by ULI’s Terwilliger Center for Housing, recognizes innovative ways the public sector is addressing the nation’s affordable housing crisis.

The Inclusionary Zoning Program is one such innovative approach we use to house more Washingtonians. And in this report, we will show how this program continues to grow and helps to guarantee that most new or substantially rehabilitated residential development in our nation’s capital includes affordable units.

Inclusionary Zoning complements our other affordable housing programs and investments:

- My annual commitment of at least \$100 million to the Housing Production Trust Fund – more per capita than any other city in the country.
- An annual \$10 million Housing Preservation Fund that will leverage private investments to yield nearly \$40 million for our efforts at preserving affordable housing units.
- Our Vacant to Vibrant DC initiative, which in early 2018 auctioned off vacant properties that will be transformed into affordable housing.
- Our enhancements to funding commitments for homeownership programs like DC Open Doors, the Home Purchase Assistance Program, as well as the Employer-Assisted Housing Program for District government employees and first-responders.

Because of Inclusionary Zoning, the HPTF, HPAP and our other affordable housing tools, we are ensuring that Washingtonians from all eight wards get a fair shot at actively participating in our city’s prosperity.

A handwritten signature in black ink that reads "Muriel Bowser". The signature is fluid and cursive, with the first name "Muriel" written in a larger, more prominent script than the last name "Bowser".

Summary

The Fiscal Year (FY) 2017¹ Inclusionary Zoning (IZ)² Annual Report from the Department of Housing and Community Development (DHCD) marks the conclusion of the eighth complete fiscal year of IZ implementation since the program began in August 2009. This report provides an analysis of the IZ program from 2009 to September 30, 2017 and was drafted in coordination with the DC Office of Planning.

As the housing market grows, so does the number of IZ units. The 192 IZ units produced³ in FY 2017 are consistent with the number of IZ units produced in the prior fiscal year (191 units in FY 2016), which brings the total number of IZ units produced to date to 594. Figure 1 shows the number of IZ units and IZ developments produced each fiscal year, since the inception of the IZ program, clearly showing the number of each steadily increasing.

At left: Unit entrance at Buchanan Park in Capitol Hill. At right: Kitchen at Buchanan Park



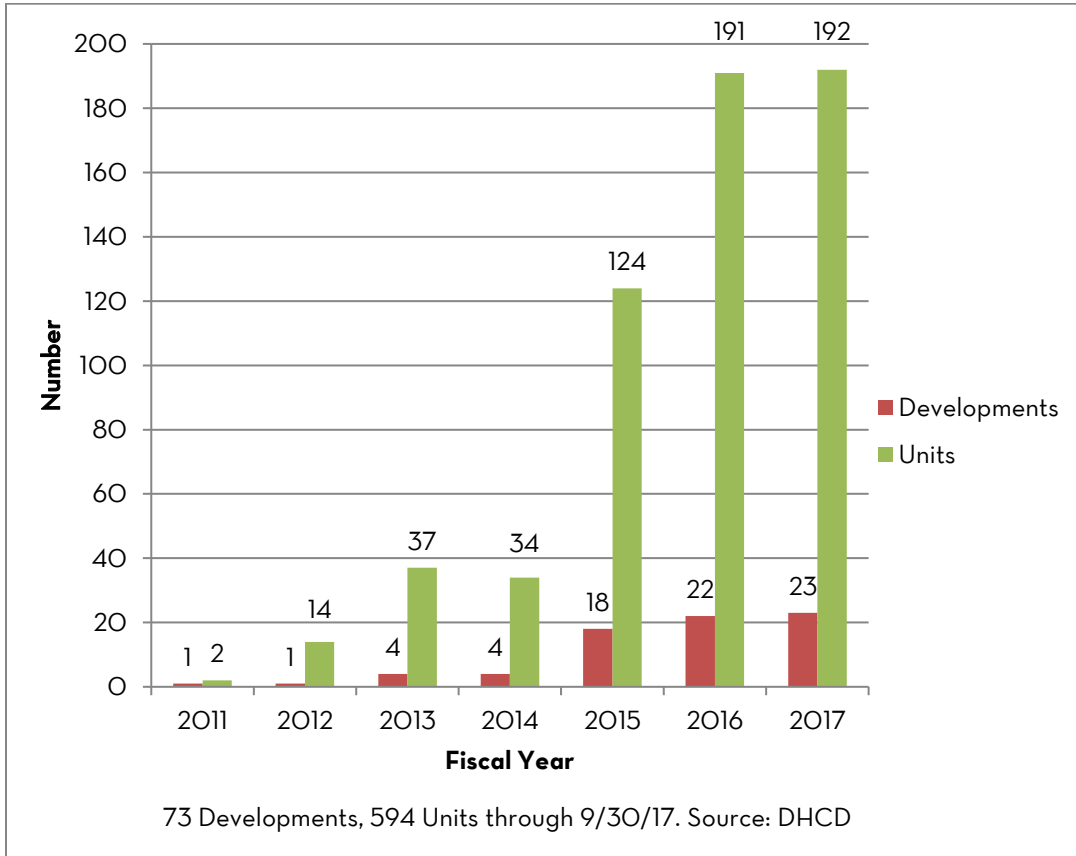
¹ The 2017 fiscal year is October 1, 2016 through September 30, 2017.

² The IZ program was developed based on the authority in §107 of the Inclusionary Zoning Implementation Amendment Act of 2006 (D.C. Law 16-275 (effective March 14, 2007), D.C. Official Code §6-1041.07) (IZ Act) and Mayor's Order 2008-59, dated April 2, 2008. These documents mandated the adoption of a new Chapter 22 entitled "Inclusionary Zoning Implementation" of Title 14 (Housing) of the District of Columbia Municipal Regulations. The Final Rulemaking for implementation was published in the *D. C. Register* on December 11, 2009. DHCD published revised IZ administrative regulations (IZ Regulations) on September 1, 2017 for a 30-day public comment period. These regulations were adopted on an emergency basis to permit the program to implement changes to the IZ zoning regulations that were effective June 5, 2017. The IZ Regulation changes also streamline the IZ administrative processes based on the experiences of the program to date. The current IZ Regulations were published as a Final Rulemaking in the *D.C. Register* on December 29, 2017 and may be found at <https://www.dcregs.dc.gov/Common/NoticeDetail.aspx?NoticeId=NOO65229>.

³ The tabulation of IZ units produced annually is based on the Notice of Availability (NOA) issue date submitted by the developer to DHCD. The NOA notifies DHCD when a sale unit is ready for purchase or when a rental unit is available for lease. The production numbers provided in questions 1-7 do not include financially subsidized affordable housing projects that are exempt from IZ administrative and reporting rules. Title 11, Subtitle C, Section 1001.6(a) of the zoning code exempts projects receiving financing through the federal government, DHCD, the District of Columbia Housing Finance Agency (DCHFA), or the District of Columbia Housing Authority (DCHA) from the IZ administrative process, including IZ reporting requirements, provided they still set aside at least the IZ equivalent number of units that would stay affordable after the subsidy controls expire. These projects are eligible to receive bonus density from the IZ program enabling them to build more affordable units. Questions 8 and 9 do include information on the subsidized affordable housing projects as it pertains to IZ.

Produced Inclusionary Developments and Units by Fiscal Year

Figure 1

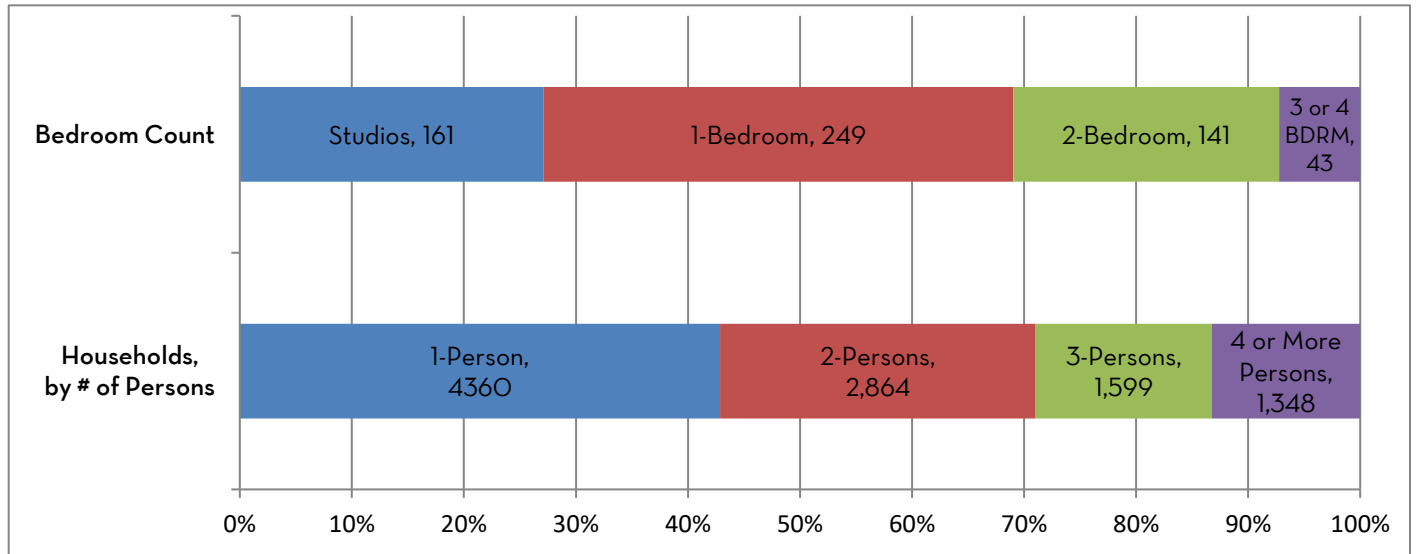


The Hendrix, in Trinidad



IZ Unit Types Produced (by Bedroom Count) vs. IZ Household Registration (By Number of Persons in Each Household)* 2017

Figure 2



*Note: Registered households are those listed in the DHCD IZ database as seeking an IZ unit. The total number of registrations (10,171 as of 9/30/17) includes some expired registrations (roughly one third of registrations). DHCD is in the process of contacting these registrants to either update their registrations or remove them if they are no longer seeking IZ units. The total of 594 units includes all IZ units produced in FY 2011 - FY 2017.

Figure 2 shows the total number of IZ units produced broken down by number of bedrooms: 27 percent were studios, 42 percent were one bedrooms, and 24 percent were two bedrooms. As also seen in Figure 2, the largest number of households registered for the IZ program consists of one person (41 percent). One and two person households combined amount to over 70 percent of all registrations.

The IZ Regulations outline the unit size eligibility based on the bedroom count of the unit and the number of persons in a household. From the beginning of the program through August 31, 2017, the regulations provided both minimum and maximum household sizes for each unit size. The revised IZ Regulations published September 1, 2017 (and later made permanent on December 29, 2017) lowered the minimum occupancy for three and four bedroom units and did not provide maximums. Maximums after September 1, 2017 are property-specific and determined by local housing code as well as fair housing practices. However, the typical maximum formula used by rental properties is two persons per bedroom plus one additional person. For example, in a two-bedroom unit, there could be two persons for each bedroom (or four persons) plus one additional person for a total maximum of five persons in the two-bedroom rental unit. (See Table 1.)

Table 1. IZ Unit Size Eligibility (by Household Size)*

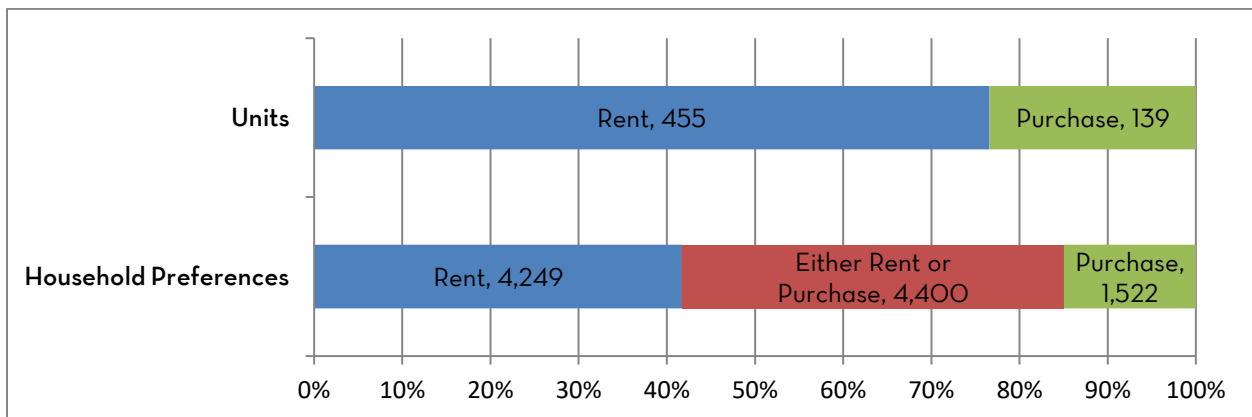
	Occupancy Limits (8/31/17 and prior)	Occupancy Limits (after 9/1/17)
Studio	1 Person Only	Minimum of 1 Person
1-Bedroom	1-2 Persons Only	Minimum of 1 Person
2-Bedroom	2-4 Persons Only	Minimum of 2 Persons
3-Bedroom	4-6 Persons Only	Minimum of 3 Persons
4-Bedroom	6-8 Persons Only	Minimum of 4 Persons

*Source: IZ occupancy limits, IZ Regulations (DCMR Title 14, Chapter 22)

The vast majority of the 192 IZ units produced in FY 2017 (137 units or 71 percent) are rental units, while 55 units (or 29 percent) were for-sale. This coincides with the preferences of most households registering for the IZ program to rent, as opposed to only purchase, as shown in Figure 3.

**IZ Unit Types Produced (Rent or Purchase) vs.
IZ Household Registration Preferences (Rent or Purchase)* 2017**

Figure 3



*Note: Registered households are those listed in the DHCD IZ database as seeking an IZ unit. The total number of registrations (10,171 as of 9/30/17) includes some expired registrations (roughly one third of registrations). DHCD is in the process of contacting these registrants to either update their registrations or remove them if they are longer seeking IZ units. The total of 594 units includes all IZ units produced in FY 2011 - FY 2017.

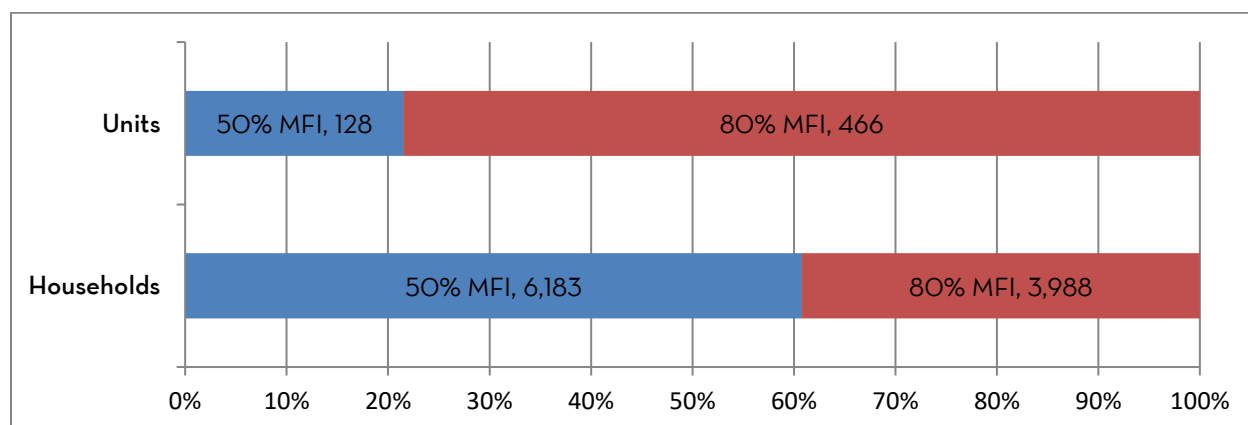
During FY 2017, IZ units were produced at two affordability levels – 50 percent⁴ of Median Family Income (MFI)⁵ (reserved for households earning up to 50 percent of MFI) and 80 percent MFI (reserved for households earning between 51 percent and 80 percent of MFI). Of the 192 IZ units produced in FY 2017:

- Seventy-three percent (141 units) were for 80-percent MFI households.
- The remaining 27 percent (51 units) were available for 50-percent MFI households.

While demand for affordable units exceeds supply at all income levels, the problem is especially acute at the lowest income levels, as seen in Figure 4.

IZ Unit Affordability Levels vs. Household Registration Income Levels* 2017

Figure 4



*Note: Registered households are those listed in the DHCD IZ database as seeking an IZ unit. The total number of registrations (10,171 as of 9/30/17) includes some expired registrations (roughly one third of registrations). DHCD is in the process of contacting these registrants to either update their registrations or remove them if they are longer seeking IZ units. The total of 594 units includes all IZ units produced in FY 2011 - FY 2017.

⁴ The 50 percent and 80 percent affordability levels were previously determined by the zoning district in which each development was located. Changes ordered by the Zoning Commission (and effective June 5, 2017) shift the affordability levels of future units produced. Most new rental IZ units will be at 60 percent MFI and most new sale IZ units will be at 80 percent MFI. These data will be reflected in future reports.

⁵ In FY 2017, Median Family Income (MFI) for the Washington, D.C. metropolitan statistical area, as published annually by the U.S. Department of Housing and Urban Development (HUD), for a family of four was \$110,300, and is adjusted for household size (<https://www.huduser.gov/portal/datasets/il.html>). In FY 2017 the IZ program referred to this as the Median Family Income or MFI (previously referred to as Area Median Income or AMI).

About Inclusionary Zoning

The IZ program supports the District’s and DHCD’s missions to produce and preserve affordable housing opportunities by requiring developments with 10 or more new dwelling units or proposing new gross floor area that would result in 10 or more dwelling units to include a percentage of affordable units (approximately 8 percent to 10 percent of the gross residential floor area) in exchange for a density bonus (up to 20 percent gross floor area) beyond what is allowed under existing zoning regulations.

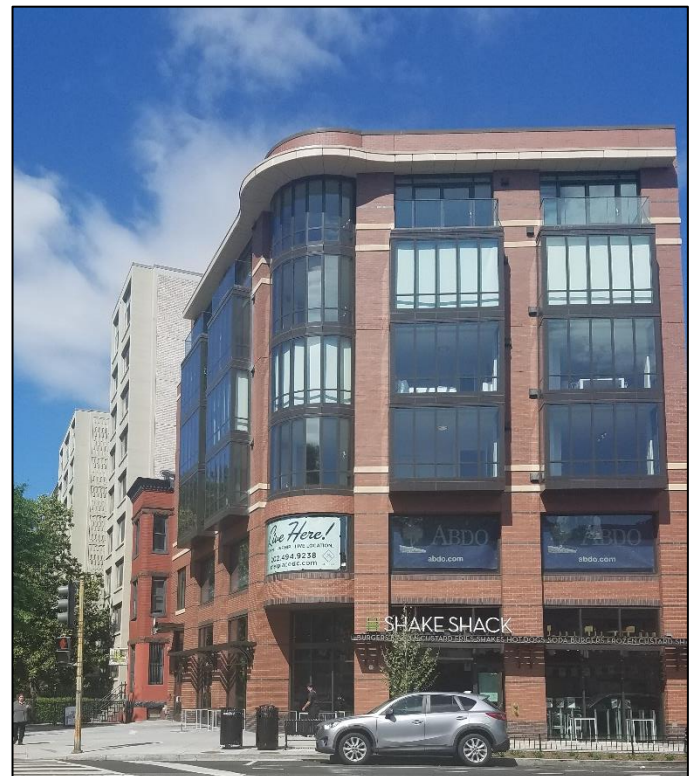
The goals of the IZ program are to:

- create mixed income neighborhoods;
- produce affordable housing for a diverse labor force;
- seek equitable growth of new residents; and
- increase homeownership opportunities for 50 percent MFI and 80 percent MFI households.

FY 2017 Annual Report (Legislative Reporting Requirement)

Each year DHCD is required to report to the Council of the District and the city’s Zoning Commission on the impact of the IZ program by responding to 10 specific questions.⁶ In answering these questions, this report primarily discusses data from FY 2017 but draws comparisons to the program’s production of units in previous years and projections for the program’s future growth.

The report concludes that similar numbers of IZ units were produced in both FY 2016 and FY 2017. This production should continue to increase with little indication of any adverse effect on the production of housing in the District.



Mai Place in Logan Circle

⁶ DHCD is required to submit an annual report responding to 10 questions in accordance with §6-1041.09 of the IZ Act, as implemented in the IZ Regulations.

1. Number of IZ units⁷ produced at each targeted income level:

In FY 2017, 192 IZ units were produced, of which 51 units (about 27 percent) were set aside for 50-percent MFI households and 141 units (about 73 percent) were produced for 80-percent MFI households.

At the close of FY 2017, 594 IZ units had been produced since program inception. Of these units, 128 (about 22 percent) were designated for 50-percent MFI households, and 466 (about 78 percent) were reserved for 80-percent MFI households.

2. Number of IZ units produced for sale:

In FY 2017, 55 IZ units were produced for sale (29 percent of IZ units produced in FY 2017). From program inception through the end of FY 2017, 139 for-sale units have been produced (23 percent of all IZ units produced).

3. Number of IZ units produced for rent:

In FY 2017, 137 IZ units were produced for rent (71 percent of IZ units produced in FY 2017). From program inception through the end of FY 2017, 455 rental units have been produced (77 percent of all IZ units produced).

4. The median income of the households that purchased or rented IZ units:

In FY 2017, the median income of households:

- renting IZ units was \$58,005; and
- purchasing IZ units was \$48,948.

The median income of households renting IZ units in FY 2017 is slightly higher than the median income of households purchasing IZ units since a higher percentage of renters were in the 80 percent MFI category. Eighty percent MFI households accounted for 99 percent of IZ rental units that began a lease in FY 2017 but accounted for only 63 percent of households closing on for-sale units.

5. The number of IZ units purchased or rented by DHCD, other District agencies, or third parties for resale to eligible households:

No IZ units were purchased or rented by any District agency or third parties for resale in FY 2017.

⁷ Unless otherwise specifically provided, the capitalized terms used in this report have the same meaning as defined in the IZ Regulations. Inclusionary units are also referred to as IZ units in this report.

6. The value of subsidies, if any, contributed toward the rental or purchase of units by DHCD, other District agencies, or third parties for affordability to eligible households.

Among the 52 IZ units sold in FY 2017:

- Twenty-five buyers used DHCD's purchase assistance subsidy, the Home Purchase Assistance Program (HPAP), totaling \$1,073,067; an average of \$42,923 per unit.
- Six of the 52 buyers benefited from the Employer Assisted Housing Program (EAHP) with \$10,000 provided for each purchase (a total of \$60,000).
 - Of the six buyers using EAHP, five of them also used HPAP.
- The total of HPAP and EAHP funding toward IZ unit purchases closing in FY 2017 is \$1,133,067.

DHCD does not collect information regarding subsidies from other District agencies or third parties. This response does not include subsidies provided to developers of projects in the form of land grants or Housing Production Trust Fund (HPTF) grants or loans for the entire project, which would result in the projects being IZ Exempt, as described in footnote 3.

7. The average rent and sales prices for IZ units based on number of bedrooms:

a. Average rent in FY2017:

- Average rent price, studio: \$1,510
- Average rent price, one bedroom: \$1,545
- Average rent price, two bedrooms: \$1,922

b. Average for-sale price in FY2017:

- Average for-sale price, studio: \$173,700
- Average for-sale price, one bedroom: \$180,793
- Average for-sale price, two bedrooms: \$225,707
- Average for-sale price, three bedrooms: \$254,297
- Sale price for the single four bedroom unit sold: \$236,900

Of properties reporting new rentals or rental re-certifications in FY 2017, 99 percent of the units were in the 80 percent MFI category. This skews the average rental prices in FY 2017 higher than the actual average rents.

In FY 2017, 80 percent MFI units accounted for:

- 60 percent of studio sales (nine of 15 sales);
- 64 percent of one bedroom sales (nine of 14 sales);
- 80 percent of two bedroom sales (12 of 15 sales); and
- 43 percent of three bedroom sales (three of seven sales).

The remainder were 50 percent MFI units.

There was only one four-bedroom sale (a townhome⁸ at the 50 percent MFI level), which explains why the four bedroom sale price is lower than the average three bedroom sale price.

8. The number of waivers or alternative compliance requested and granted in FY 2017:

The Zoning Commission approved alternative compliance for one Planned Unit Development (PUD), Case Number 16-13 in FY 2017. The PUD approval permitted the developer to move a portion of its onsite IZ requirement offsite in exchange for doubling the square footage and providing family sized units within nearby Advisory Neighborhood Commissions (ANCs) in Wards 5 and 6. The developer partnered with Habitat for Humanity as part of the approval.

9. Analysis of how much bonus density was actually achieved for each development in which IZ units were required:

Thirty-two projects submitted Certificates of Inclusionary Zoning Compliance (CIZC) in FY 2017:

- Seventeen of the 32 projects were multi-family developments that were either matter-of-right (meaning they complied with all zoning requirements) or received some zoning relief from the DC Board of Zoning Adjustment (BZA cases).
- Ten of the 32 projects were multi-family PUDs.⁹
- The remaining five projects were in a single-family zone.¹⁰

The overall bonus density of the 17 multi-family, non-PUD development projects was 12 percent in FY 2017:

- Fifteen projects (88 percent) received an average of 18 percent bonus density.
- Two projects did not receive bonus density.
 - One project was a large site with additional capacity yet to be used.
 - One project was a small project that opted into IZ.¹¹

⁸Single family homes and townhomes are subject to higher maximum purchase/rental prices than multi-family homes.

⁹ The average bonus density for the 10 PUDs was 38 percent, but many PUDs also involve a map amendment to change the zoning district, which may result in higher density as a matter of right and is not included in the calculation of 38 percent.

¹⁰ Bonus density in single-family zones is granted through an increase in the number of units permitted, which is highly dependent on the size and type of units. Therefore, access to bonus density cannot be measured to the same degree as in multi-family zones.

¹¹ Title 11, Subtitle C, Section 1001.2(e) of the zoning code allows projects in some zoning districts that are not normally subject to IZ to “opt in” to IZ and take advantage of the associated bonus density. This project did not receive bonus density, but achieved additional lot occupancy permitted by IZ.

10. An assessment of whether the IZ Program has had any adverse effect on the production of housing in the District:

The factors influencing the production of housing in Washington, DC are many and there is little evidence that IZ requirements in particular have had an adverse effect. Since IZ took effect in August 2009, the number of projects filing CIZCs has boomed, starting at one in FY2010, producing 22 total units, now standing at 165, producing 14,419 total units, with corresponding increases in both market and IZ units, as shown in Table 2. In FY2017 the number of projects and total number of units increased, while IZ units stayed the same. This reflects a shift toward more mid to high-rise buildings which have slightly smaller IZ requirements.

Table 2. CIZC Applications by Fiscal Year¹²

	Projects	Total Units	Market Units	IZ Units	50% MFI	60% MFI	80% MFI	IZ Exempt Units ¹³	% IZ Units ¹⁴
FY10	1	22	20	2	1	-	1	-	10%
FY11	2	272	215	57	1	-	56	-	27%
FY12	12	1,712	1,097	149	17	-	132	466	14%
FY13	17	1,115	649	104	25	-	79	362	16%
FY14	30	2,095	1,589	200	43	-	157	306	13%
FY15	43	3,547	2,090	355	98	-	257	1,102	17%
FY16	28	2,714	2,129	262	35	-	227	323	12%
FY17	32	2,942	2,544	262	74	5	183	136	10%
Totals	165	14,419	10,333	1,391	294	5	1,092	2,695	14%

Source: Office of Planning, March 2018. Note that some previous year numbers in Table 2 have been updated from previous Annual Reports, to reflect ongoing review of records.

According to U.S. Census reports, the District approved new construction permits for 4,048 units of housing in FY 2017.¹⁵ Since 2,942 total units were included in CIZCs in FY 2017 compared to 4,048 included in all new construction permits issued in FY2017, approximately 73 percent of units issued building permits were subject to IZ.

¹² This table refers to units in the CIZCs filed in FY 2017, as opposed to the number of units produced in FY 2017 referred to elsewhere in this report, as further described in footnote 3 and includes developments currently considered exempt that must set aside IZ units after the applicable subsidy period expires.

¹³ Includes developments exempt from some IZ administrative process and reporting requirements, as described in footnote 3. The total of IZ Exempt units plus IZ units and market rate units equals the total number of units included on CIZCs issued in FY 2017.

¹⁴ Percent of IZ Units is calculated by dividing the number of IZ Units by the number of Market Units.

¹⁵ DHCD analysis of U.S. Census data, <http://www.census.gov/construction/bps/>, accessed March 14, 2018, which may not be completely accurate as monthly data may include projects that do not actually get built or include duplicate permits for the same project.

The remaining percent of units under construction are in projects that are not subject to IZ because:

- pre-development approvals were granted before the effective date of IZ¹⁶;
- locations are in areas where IZ does not apply (see Map on next page), which represents the vast majority of units for which permits were issued in non-IZ projects;
- uses are exempt from IZ, such as dormitory or embassy housing; or
- projects are too small to trigger IZ.

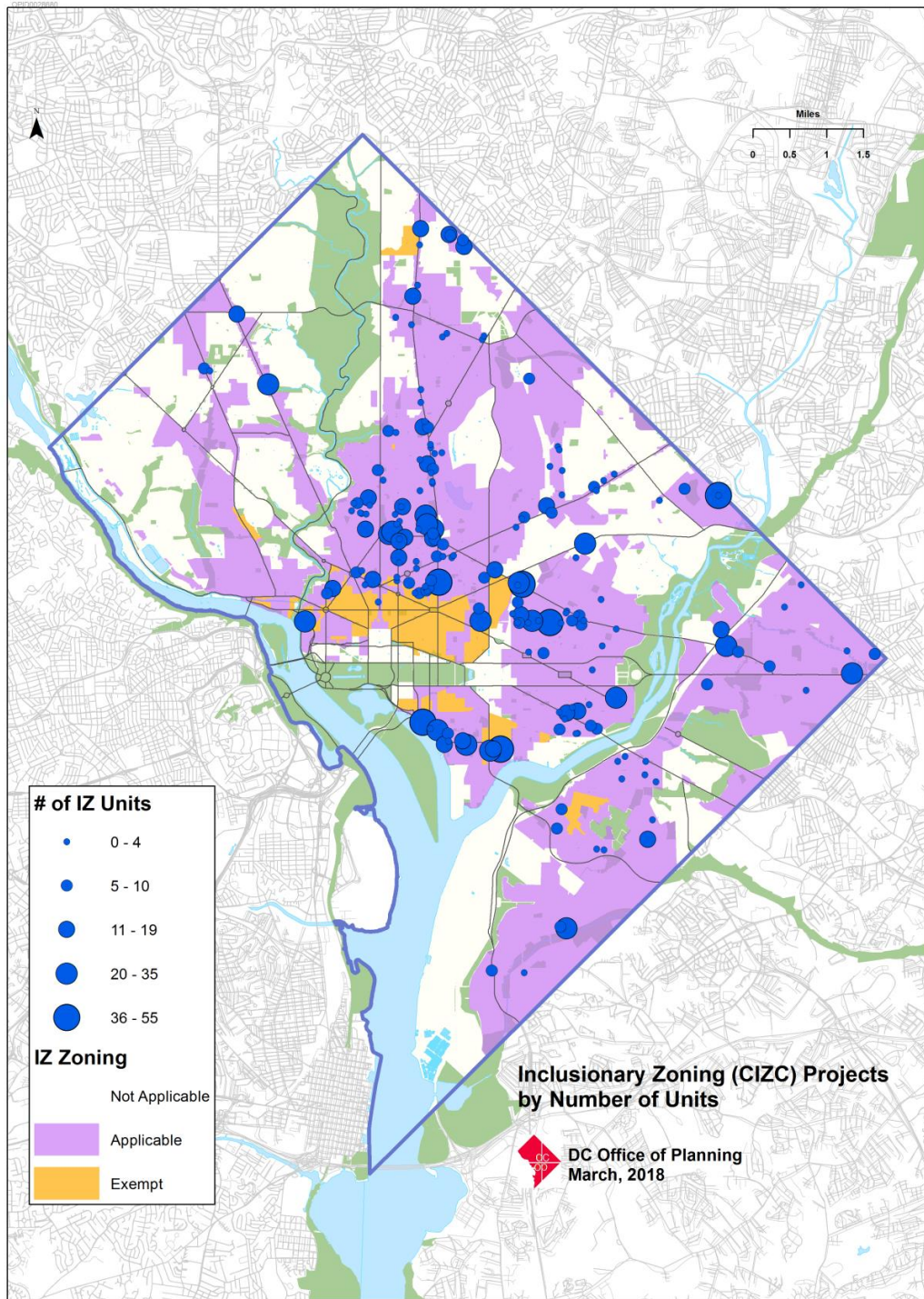
IZ projects are now occurring in most neighborhoods across the District, as shown on the Map. The locations of CIZCs in most areas of the city and the numbers above suggest that IZ has not had any significant negative impact on residential development in the District.



Totten Mews in Fort Totten, garage entrance

¹⁶ The Final Rulemaking for IZ implementation was published in the *D.C. Register* on December 11, 2009.

Map. Filed Certificates of Inclusionary Zoning Compliance



District of Columbia

Government of the District of Columbia
 This map was created for planning purposes from a variety of sources. It is neither a survey nor a legal document. Information provided by other agencies should be verified with them where appropriate.

Polly Donaldson, Director
Department of Housing and Community Development
1800 Martin Luther King Jr. Avenue SE | Washington, DC 20020



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
HOUSING PRODUCTION TRUST FUND
A Governmental Fund of the District of Columbia**

**Financial Statements Together with
Reports of Independent Public Accountants
For the Year Ended September 30, 2016**



S B & COMPANY, LLC
KNOWLEDGE • QUALITY • CLIENT SERVICE

SEPTEMBER 30, 2016

CONTENTS

REPORT OF INDEPENDENT PUBLIC ACCOUNTANTS	1
MANAGEMENT’S DISCUSSION AND ANALYSIS	3
FUND FINANCIAL STATEMENTS	
Balance Sheet	6
Statement of Revenues, Expenditures, and Change in Fund Balance	7
NOTES TO FINANCIAL STATEMENTS	8
REPORT OF INDEPENDENT PUBLIC ACCOUNTANTS ON INTERNAL CONTROLS OVER FINANCIAL FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE <i>GOVERNMENT AUDITING STANDARDS</i>	13
SCHEDULE OF FINDINGS AND QUESTIONED COSTS	15
SCHEDULE OF CORRECTIVE ACTIONS	18



S B & COMPANY, LLC
KNOWLEDGE • QUALITY • CLIENT SERVICE

REPORT OF INDEPENDENT PUBLIC ACCOUNTANTS

The Mayor and Council of the Government of the District of Columbia
Inspector General of the Government of the District of Columbia

Report on the Financial Statements

We have audited the accompanying financial statements of the Government of the District of Columbia Housing Production Trust Fund (the Fund), as of and for the year ended September 30, 2016, and the related notes to the financial statements, which collectively comprise the Fund's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The Fund's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal controls. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
HOUSING PRODUCTION TRUST FUND**

**Management's Discussion and Analysis
September 30, 2016**

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Fund as of September 30, 2016, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Fund and do not purport to, and do not, present fairly the financial position of the Government of the District of Columbia, as of September 30, 2016, and the changes in its financial position for the year then ended in accordance with U.S. generally accepted accounting principles. Our opinion is not modified with respect to this matter.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated October 12, 2018, on our consideration of the Fund's internal controls over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal controls over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal controls over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Fund's internal control over financial reporting and compliance.

Washington, DC
October 12, 2018



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
HOUSING PRODUCTION TRUST FUND**

**Management’s Discussion and Analysis
September 30, 2016**

The following is a discussion and analysis of the Government of the District of Columbia Housing Production Trust Fund’s (the Fund) financial performance for the fiscal year ended September 30, 2016. The financial statements and accompanying notes on pages 6 through 12 should be read in conjunction with this discussion.

Basic Financial Statements

The Fund’s basic financial statements are comprised of two components: fund financial statements and notes to the fund financial statements.

- **Fund financial statements.** The governmental financial statements focus primarily on the sources, uses, and balances of current financial resources. The financial statements consist of a Balance Sheet and Statement of Revenues, Expenditures, and Change in Fund Balances.
- **Notes to the fund financial statements.** The notes provide additional information that is essential to fully understand the data provided in the Fund’s financial statements.

2016 Financial Highlights

- Other long-term assets/net loans receivable increased by \$12,576,004 or 30%.
- Provision for doubtful accounts increased by \$75,362,095 or 21%.
- Cash and cash equivalents increased by \$65,479,828 or 37%.
- Due from other funds decreased by \$737,414 or -12%.
- Unearned revenues recorded for the Fund increased by \$12,575,969 or 30%.
- 63 new loans were issued in 2016 amounting to \$98,168,552.
- 1,192 Affordable Housing units were started.
- 1,053 new Affordable Housing units were completed.

Table 1 - Condensed Statements of Financial Position as of September 30, 2016 and 2015:

	<u>FY 2016</u>	<u>FY 2015</u>	<u>2016-2015</u>	<u>%</u>
Total Assets	\$ 305,183,863	\$227,878,000	\$77,305,863	34%
Total Liabilities	54,872,969	42,382,000	12,490,969	29%
Restricted Fund Balance	\$ 250,310,894	\$185,496,000	\$64,814,894	35%

Total Assets

Total assets increased by \$77,305,863 or 34% due to additional funding to facilitate the Mayor’s Affordable Housing Initiatives.

Total Liabilities

The total liabilities increased by \$12,490,969 or 29% as a result of net loss, which will not be collected currently.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
HOUSING PRODUCTION TRUST FUND**

**Management's Discussion and Analysis
September 30, 2016**

Table 2 - Condensed Statements of Revenues, Expenditures and Change in Fund Balances for the Years Ended September 30, 2016 and 2015:

	<u>2016</u>	<u>2015</u>	<u>2016-2015</u>	<u>%</u>
Revenues				
Taxes	\$ 55,877,916	\$ 60,598,000	\$ (4,720,084)	-8%
Investment Income and Other	<u>5,660,671</u>	<u>3,945,000</u>	<u>1,715,671</u>	<u>43%</u>
	61,538,587	64,543,000	(3,004,413)	-5%
Expenditures	86,902,728	73,010,000	13,892,728	19%
Excess of Expenditures over Revenues	(25,364,141)	(8,467,000)	(16,897,141)	200%
Transfers In	<u>90,179,389</u>	<u>20,099,000</u>	<u>70,080,389</u>	<u>349%</u>
Net Change in Fund Balances	<u>\$ 64,815,248</u>	<u>\$ 11,632,000</u>	<u>\$ 53,183,248</u>	<u>457%</u>

2016

Expenditures

- Expenditures increased by \$13,892,728 or 19% from FY 2015 to FY 2016, which was attributable to the Department of Housing and Community Development (DHCD) closing additional loans to facilitate the Mayor's Affordable Housing Initiative.

Revenues

- Tax revenues decreased by \$4,720,084 or 8% due to lower deed transfer and deed recordation tax revenues received in FY 2016, which fund the Housing Production Trust Fund. See Table 6.
- Investment and other income increased by \$1,715,671 or 43% in FY 2016 over FY 2015 due to an increase in loan repayments, pay-offs and interest earned.

Table 3 – Other Long-term Assets/Loans Receivable as of September 30, 2016 and 2015:

	<u>2016</u>	<u>2015</u>	<u>2016-2015</u>	<u>%</u>
Loans Receivable	\$ 495,820,483	\$ 407,882,384	\$ 87,938,099	22%
Allowance	<u>(440,947,514)</u>	<u>(365,585,419)</u>	<u>(75,362,095)</u>	<u>21%</u>
Net Loan Receivable	<u>\$ 54,872,969</u>	<u>\$ 42,296,965</u>	<u>\$ 12,576,004</u>	<u>30%</u>

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
HOUSING PRODUCTION TRUST FUND**

**Management's Discussion and Analysis
September 30, 2016**

Table 4 - Number of Active Loans as of September 30, 2016 and 2015:

	<u>2016</u>	<u>2015</u>	<u>2016-2015</u>	<u>%</u>
Amortized	98	64	34	53%
Deferred	260	236	24	10%
Total	358	300	58	19%

Table 5 – Revenues from Loan and Interest Payments for the Years Ended September 30, 2016 and 2015:

	<u>2016</u>	<u>2015</u>	<u>2016-2015</u>	<u>%</u>
Amortized: Loan Repayments and Interest	\$ 2,350,957	\$ 2,591,417	\$ (240,460)	-9%
Deferred: Loan Repayments and Interest	1,445,574	738,236	707,338	96%
Total	\$ 3,796,531	\$ 3,329,653	\$ 466,878	14%

Table 6 – Government of the District of Columbia Deed Recordation and Transfer Taxes for the Years Ended September 30, 2016 and 2015:

	<u>2016</u>	<u>2015</u>	<u>2016-2015</u>	<u>%</u>
Deed Recordation Taxes	\$ 30,793,000	\$ 32,599,000	\$ (1,806,000)	-6%
Deed Transfer Taxes	25,085,000	27,999,000	(2,914,000)	-10%
Total	\$ 55,878,000	\$ 60,598,000	\$ (4,720,000)	-8%

FY 2017 OUTLOOK

A total revenues collection for FY 2017 is estimated at approximately \$68 million. The estimate is in anticipation of increases in dedicated tax collections and loan repayments tied to current economic trends. Deed recordation and deed transfer taxes are estimated to account for \$58 million of projected revenues, with another \$10.4 million coming from miscellaneous revenues from loan repayments and interest collected on loans in the Fund's loan portfolio. In addition, the Mayor is expected to provide another \$43 million in local funding to support her commitment to keep the Fund funded at \$100 million annually.

DHCD projects that approximately 1,500 new affordable housing units will be initiated in FY 2017, with 700 units projected to be completed. DHCD anticipates selecting as many as 8-10 new multi-family development projects when the Notice of Funding Availability is released in the Spring of 2017. The Fund estimates spending of \$125 million in FY 2017.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
HOUSING PRODUCTION TRUST FUND**

**Management's Discussion and Analysis
September 30, 2016**

Requests for Information

This report is designed to provide a general financial overview of the Fund. Questions concerning any of the information provided in this report or requests for additional information should be directed to Kwame Bryant, Budget Officer of the Department of Housing and Community Development (DHCD) at (202) 442-7262.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
HOUSING PRODUCTION TRUST FUND**

**Balance Sheet
September 30, 2016**

ASSETS

Cash and cash equivalents (restricted)	\$ 242,325,828
Investments (restricted)	2,146,900
Accounts receivable, net	257,580
Due from other funds	5,580,586
Loans receivable, net	<u>54,872,969</u>
Total Assets	<u><u>\$ 305,183,863</u></u>

LIABILITIES

Accounts payable	
Unearned revenue	\$ <u>54,872,969</u>
Total Liabilities	<u>54,872,969</u>

FUND BALANCE

Fund balance restricted for affordable housing initiative	<u>250,310,894</u>
Total Liabilities and Fund Balance	<u><u>\$ 305,183,863</u></u>

The accompanying notes are an integral part of this balance sheet.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
HOUSING PRODUCTION TRUST FUND**

**Statement of Revenues, Expenditures, and Change in Fund Balance
For the Year Ended September 30, 2016**

Revenues

Deed recordation and transfer taxes	\$ 55,877,916
Investment income	83,760
Loan repayments and interest	5,377,971
Other revenue	198,940
Total Revenues	61,538,587

Expenditures

Economic development and regulation	86,902,728
Total Expenditures	86,902,728

Excess of Expenditures Over Revenues (25,364,141)

Other Financing Sources

Transfers in	90,179,389
Total Other Financing Sources	90,179,389

Net Change in Fund Balance 64,815,248

Restricted fund balance at the beginning of the year 185,495,646

Restricted Fund Balance at the End of the Year \$ 250,310,894

The accompanying notes are an integral part of this balance sheet.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
HOUSING PRODUCTION TRUST FUND**

**Notes to the Fund Financial Statements
September 30, 2016**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

The Government of the District of Columbia Housing Product Trust Fund (the Fund) was established under the District of Columbia Housing Production Trust Fund Act of 1988, D.C. Law 7-202, D.C. Code § 45-3101. The Fund supports the construction, rehabilitation, and acquisition of housing affordable to low and moderate income residents. Since 2001, the Fund has helped build or renovate 9,900 affordable homes throughout the District of Columbia (the District).

Relationship with the District

The Fund is the District's largest affordable housing program. The funding from the Fund often serves as "gap financing" for projects that have substantial amounts of private financing and need only partial support from the District. To serve this purpose, under the District of Columbia Housing Act beginning in 2003, 15% of the Government of the District of Columbia revenues from deed recordation and transfer taxes are dedicated to the Fund each fiscal year. In fiscal year 2015, the Fund received a pledge from the Mayor to fully fund the Fund at \$100 million to provide financing for affordable housing initiative. This initiative provides financial assistance to non-profit and for-profit developers that support the rehabilitation and acquisition of affordable housing for rental or homeownership in the District.

The financial statements of the Fund are intended to present only the financial position of the Fund and do not purport to, and do not present the financial position of the District. Additionally, the Fund's accompanying financial statements are not indicative of the Fund as if it were a stand-alone entity.

Reporting Entity

The financial statements present only the Fund, and do not purport to, and do not present fairly the financial position of the District as of September 30, 2016 and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Basis of Accounting and Measurement Focus

The Fund's activities are accounted for in the District's general fund, a governmental fund type, which is accounted for using the modified accrual basis of accounting and the current financial resources measurement focus. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (that is when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period, considered by the District to be one year. Expenditures are recorded when the related liabilities are incurred. The Fund's financial statements are presented on a modified accrual basis, which is essentially the same as the full accrual basis; therefore, separate entity-wide statements are not presented.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
HOUSING PRODUCTION TRUST FUND**

**Notes to the Fund Financial Statements
September 30, 2016**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

The Fund's cash is deposited into an invested pooled account with the District. As of September 30, 2016, all of the Fund's cash was deposited into an investment pool account with the District. In accordance with District's policies, substantially all of its deposits were insured or collateralized with securities held by the District or by its agent in the name of the District.

Investments

The restricted investment is the invested portion of the available funds. The funds are restricted because resources in the Fund are restricted by law through enabling legislation for the purpose of providing financial assistance to a variety of affordable housing programs and opportunities in the District.

Fair Value Measurements

Fair value is defined under GAAP as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. Valuation techniques used to measure fair value must maximize the use of observable inputs and minimize the use of unobservable inputs. The standard describes a fair value hierarchy based on three levels of inputs, of which the first two are considered observable and the last is unobservable, that may be used to measure fair value and are as follows.

Basis of Fair Value Measurement

Level 1: Valuation based on quoted prices in active markets for identical assets or liabilities that a reporting entity has the ability to access at the measurement date, and where transactions occur with sufficient frequency and volume to provide pricing information on an ongoing basis.

Level 2: Valuation based on inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. Inputs include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, that is markets in which there are few transactions, prices are not current, or prices vary substantially over time.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
HOUSING PRODUCTION TRUST FUND**

**Notes to the Fund Financial Statements
September 30, 2016**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Fair Value Measurement (continued)

Level 3: Valuation based on inputs that are unobservable for an asset or liability and shall be used to measure fair value to the extent that observable inputs are not available, thereby allowing for situations in which there is little, if any, market activity for the asset or liability at the measurement date. This input therefore reflects the Foundation's assumptions about what market participants would use in pricing the asset or liability developed based on the best information available in the circumstances.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Fund Balance

In accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, fund balance is classified as restricted. As of September 30, 2016, cumulative revenues exceeded cumulative expenditures incurred, resulting in a positive fund balance.

Subsequent Events

The Fund's management has evaluated subsequent events through the date this report which was available for issuance on October 12, 2018. There are no material events that would have an effect on the financial statements.

2. CASH AND CASH EQUIVALENTS

The Fund's cash is deposited into an invested pooled account with the District. As of September 30, 2016, the Fund had restricted cash and cash equivalents of \$242,325,828.

3. CUSTOMER CREDIT RISK DEPOSITS

Custodial credit risk is the risk that, in the event of a bank failure, the Fund's deposits may not be returned to it. Deposits are exposed to custodial credit risk if they are not covered by depository insurance and the deposits are (a) uncollateralized, (b) collateralized with securities held by the pledging financial institution, or (c) collateralized with securities held by pledging financial institution's trust department or agent but not in the Fund's name. As of September 30, 2016, all of the Fund's cash was deposited into an investment pool account with the District. In accordance with District's policies, substantially all of its deposits were insured or collateralized with securities held by the District or by its agent in the name of the District.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
HOUSING PRODUCTION TRUST FUND**

**Notes to the Fund Financial Statements
September 30, 2016**

4. INVESTMENTS

The restricted investment is the invested portion of the available funds. The funds are restricted because resources in the Fund are restricted by law through enabling legislation for the purpose of providing financial assistance to a variety of affordable housing programs and opportunities. As of September 30, 2016, the Fund had \$2,146,900 invested in guaranteed investment contracts (Level 3), which are valued at fair value by discounting the related cash flows based on current yields of comparable instruments considering the creditworthiness of the issuer.

5. ACCOUNTS RECEIVABLE

The District has a loan service provider that receives and tracks a majority of loan repayments and balances. As of September 30, 2016, the service provider had not remitted September loan and interest payments totaling \$257,580 to the District before year-end.

6. OTHER LONG-TERM ASSETS/LOANS RECEIVABLE

The Fund's other long-term assets consist of loans receivable as follows:

- Amortized loans are required to be completely paid off over a specific period of time at a predetermined interest rate.
- Deferred loans allow the borrower of a low income eligible property to defer repayment of principal during construction, major rehabilitation or modification, and lease period. As of September 30, 2016, the Fund's total principal amounts for deferred loans were \$416,031,424. There were no loans written off in 2016.

	<u>Loan Amount</u>	<u>Allowance</u>	<u>Net Loans Receivable</u>
Amortized Loans	\$ 79,789,059	\$ (39,894,530)	\$ 39,894,529
Deferred Loans	416,031,424	(401,052,984)	14,978,440
Total	<u>\$ 495,820,483</u>	<u>\$ (440,947,514)</u>	<u>\$ 54,872,969</u>

In 2016, the allowance for amortized loans was assessed at 50% based on delinquency and actual historical collections. The allowance for deferred loans with expected repayments was assessed at 49% of outstanding loans balance and deferred loans with no expected repayments was at 100% of outstanding loan balances.

The Fund's loans receivable allowance roll forward for fiscal year 2016 is as follows:

	<u>2016</u>
Allowance for Doubtful Accounts - Beginning	\$ 365,585,419
FY 16 Activity for Allowance	75,362,095
Allowance for Doubtful Accounts - Ending	<u>\$ 440,947,514</u>

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
HOUSING PRODUCTION TRUST FUND**

**Notes to the Fund Financial Statements
September 30, 2016**

7. DUE FROM OTHER FUNDS

The Office of Finance and Treasury transfers monthly revenues (deed recordation taxes and deed transfer taxes) to the Fund. As of September 30, 2016, the Treasury had not remitted the September collections totaling \$5,580,586 to the Fund.

8. TRANSFERS FROM GENERAL FUND

The Fund received a pledge from the Mayor totaling \$100 million, including the dedicated deed recordation and deed transfer taxes, from the District's general revenues in fiscal year 2016. In addition to the annual dedicated deed recordation and deed transfer taxes, an additional \$90,179,389 was transferred in from the general fund for the year ended September 30, 2016.

9. COMMITMENTS AND CONTINGENCIES

The Fund has entered into agreements with developers whereby loan funds have been partially disbursed or are not yet disbursed. As of September 30, 2016, the Fund is committed to fund the total amount of undisbursed loans under executed agreements of \$65,105,363.

10. PENSION AND OTHER POSTEMPLOYMENT BENEFITS

The Fund does not have any direct employees. Instead, direct labor costs are allocated from the District based on actual hours worked at the rate for salary and fringe benefits. Indirect labor and other overhead costs are also allocated to the Fund.

Certain employees of the District are covered under a defined contribution pension plan as well as a postemployment benefit plan, which are sponsored by the District. The District prepares a separate comprehensive annual report, which can be obtained from the Office of the Chief Financial Officer at 1350 Pennsylvania Avenue, N.W., Suite 209, Washington D.C. 20004.



SB & COMPANY, LLC
KNOWLEDGE • QUALITY • CLIENT SERVICE

**REPORT OF INDEPENDENT PUBLIC ACCOUNTANTS ON INTERNAL CONTROLS
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

The Mayor and Council of the Government of the District of Columbia
Inspector General of the Government of the District of Columbia

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the accompanying financial statements of the Government of the District of Columbia Housing Production Trust Fund (the Fund), as of and for the year ended September 30, 2016, and the related notes to the financial statements, which collectively comprise the Fund's basic financial statements, and have issued our report thereon dated October 12, 2018.

Internal Controls over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Fund's internal controls over financial reporting (internal controls) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Fund's internal controls. Accordingly, we do not express an opinion on the effectiveness of the Fund's internal controls.

A deficiency in internal controls exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal controls, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal controls that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal controls over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal controls over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal controls over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal controls described in the accompanying schedule of findings and questioned costs that we consider to be significant deficiencies as items 2016-01 and 2016-02.



SB & COMPANY, LLC
KNOWLEDGE • QUALITY • CLIENT SERVICE

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Fund’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, and which are described in the accompanying schedule of findings and questioned costs as items 2016-01 and 2016-02.

Management’s Response to Findings

Management’s response to the findings identified in our audit are described in the accompanying schedule of corrective actions. Management’s response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal controls and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Fund’s internal controls or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Fund’s internal controls and compliance. Accordingly, this communication is not suitable for any other purpose.

Washington, DC
October 12, 2018

A handwritten signature in black ink that reads "SB & Company, LLC".

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
HOUSING PRODUCTION TRUST FUND**

**Schedule of Findings and Questioned Costs
September 30, 2016**

Reference Number: 2016-01

Type of Finding: Noncompliance with laws and regulations

Criteria

D.C. Code § 42-2802 (d)(3) requires the District of Columbia Department of Housing and Community Development (DHCD) to have annual audits of the D.C. Housing Production Trust Fund, publish annual reports, hold public hearings, and make annual assessments of the continued housing needs of targeted populations.

Condition

The District of Columbia Department of Housing and Community Development has not complied with the requirements of D.C. Code § 42-2802 (d)(3).

Cause

DHCD relied on the District CAFR audit to satisfy the requirement stated above. However, a separate independent audit was supposed to be performed for the D.C. Housing Production Trust Fund.

Effect

The Fund could face severe consequences for not publishing annual audit reports or for publishing these reports late. The repercussions include:

- Cut down on funding
- Legal issues

Recommendation

SBC recommends that DHCD ensure that annual audits are performed.

Questioned costs

N/A

Management's Response

Management agrees with the finding. See Schedule of Corrective Actions.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
HOUSING PRODUCTION TRUST FUND**

**Schedule of Findings and Questioned Costs
September 30, 2016**

Reference Number: 2016-02

Type of Finding: Noncompliance with laws and regulations

Criteria

D.C. Code § 42-2802 (d)(2) requires the District of Columbia Department of Housing and Community Development (DHCD) to file with the D.C. Council Chairperson of the Committee on Economic Development quarterly reports on activities and expenditures.

Condition

DHCD did not file the quarterly reports for fiscal year 2016 as required by D.C. Code § 42-2802 (d)(2).

Cause

DHCD has had turnover in accounting and program personnel and some of the internal controls relating to the review and filing the quarterly reports were not performed on a timely basis.

Effect

Because of the late submission of the quarterly reports on the Fund's activities and expenditures, the reporting package was not made available to users in a timely manner

Recommendation

We recommended that DHCD develop procedures to ensure that future reporting packages are submitted timely to allow users to make informed decisions.

Questioned costs

N/A

Management's Response

Management agrees with the finding. See Schedule of Corrective Actions.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
HOUSING PRODUCTION TRUST FUND**

**Schedule of Corrective Actions
September 30, 2016**

Reference Number: 2016-01

Responsible Official's Response and Corrective Action Plan

We agree with the finding of the independent auditor. As a result, we have hired an independent auditor to perform our annual audit.

Planned Implementation Date of Corrective Action
2017

Person Responsible for Corrective Action
Polly Donaldson, Director

Reference Number: 2016-02

Responsible Official's Response and Corrective Action Plan

We agree with the finding of the independent auditor and will take steps to implement procedures to address this issue.

Planned Implementation Date of Corrective Action
2017

Person Responsible for Corrective Action
Polly Donaldson, Director

HOUSING PRODUCTION TRUST FUND

FISCAL YEAR 2018 FIRST QUARTER REPORT

October 1, 2017 - December 31, 2017

Brian Kenner
Deputy Mayor for Planning and Economic Development

Polly Donaldson, Director
1800 Martin Luther King Jr. Avenue SE | Washington, DC 20020

Overview

The Housing Production Trust Fund (HPTF or “the Fund”) is authorized under the Housing Production Trust Fund Act of 1988, D.C. Law 7- 202. Section 4102.9(a) of the D.C. Municipal Regulations requires the DC Department of Housing and Community Development (DHCD) to file with the Chairperson of the Council Committee on Housing and Neighborhood Revitalization¹ quarterly reports on Fund activities and expenditures.

This report on HPTF activities and expenditures covers the First Quarter of FY 2018 from October 1, 2017 to December 31, 2017.

First Quarter FY 2018 HPTF Summary

The Fund Balance at the beginning of FY18 was \$236,988,404 (Table 1). An additional \$99,155,000 was available in DHCD’s FY18 Budget for all agency HPTF programs and activities.

Table 1: Summary of Revenue and Disbursements

FY2018 QUARTERLY ACTIVITIES							
Quarter	Starting Balance	Recordation and Transfer Tax	Other Income	Loan Repayments	Transfers from Mayor's Office	Disbursements	Ending Balance
Oct-Dec 2017	236,988,404	16,979,379	2,954,942	527,783	-	(18,985,733)	238,464,775

Revenue from recordation and transfer taxes, other income (interest income and Inclusionary Zoning contributions), and loan repayments totaled \$20,462,104 for the quarter. Project expenditures for all DHCD HPTF activities in the First Quarter of FY18 totaled \$18,895,733 (Table 2). Expenditures are comprised of Multi-Family project expenditures, DHCD administrative expenditures, and project expenditures for the Single Family Residential Rehabilitation Program (shown as “Other Project Related Expenditures” in Table 2).

¹ Previously titled the Council Committee on Housing and Economic Development.

Table 2: Statement of Revenues and Expenditures

STATEMENTS OF REVENUES AND EXPENDITURES					
October 1, 2017 - September 30, 2018					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	FY 2018
REVENUE					
Revenue from Recordation and Deed Taxes	16,979,379				16,979,379
Loan Repayment	527,783				527,783
Other Income	2,954,920				2,954,920
Miscellaneous Interest	22				22
Total Revenues	20,462,104	-	-	-	20,462,104
EXPENDITURES					
Project Expenditures (Multi-family)	(17,475,106)				(17,475,106)
Administrative Expenses	(1,028,450)				(1,028,450)
Other Project Related Expenditures	(482,177)				(482,177)
Total Expenditures	(18,985,733)	-	-	-	(18,985,733)
Excess/(Deficiency) Revenue over Expenditure	1,476,371	-	-	-	1,476,371
OTHER FINANCING SOURCES (Uses)					
Transfers in					-
Total Other Financing Sources and (Uses)	-	-	-	-	-
NET REVENUES OVER/(UNDER) EXPENDITURES	1,476,371	-	-	-	1,476,371

Multi-Family HPTF Activities

HPTF multi-family affordable housing projects fall into one of four funding stages:

1. Active Requests are those projects selected for further underwriting and accepted into the Development Finance Division's (DFD) underwriting pipeline.
2. Available Funds are the amount of funds available in the HPTF Fund Balance and the DFD budget.
3. Obligated Funds are the amount of funds obligated to specific HPTF affordable housing projects. Obligations occur at the execution of final legal documents and the financial closing for the project.
4. Expended Funds are the funds disbursed to projects that have obligated funds. The majority of these disbursements occur during construction.

In the First Quarter of FY18, \$74,675,103 was obligated to multi-family affordable housing projects and related activities. Project and related expenditures in the First Quarter of FY18 totaled \$17,475,106 (Table 3).

Table 3: Multi-Family Projects - Cash Disbursements/Expenditures and Obligations

FY2018 1ST QUARTER CASH DISBURSEMENTS/EXPENDITURES AND OBLIGATIONS (MULTI-FAMILY)					
October 1, 2017 - December 31, 2017					
Multi-Family Project Activities					
Project Name	Developer/Owner	Ward	Expenditure Amount	Remaining Obligation	Total Activity
Maple View Flats	2228 MLK LLC	Ward 8	1,324,838	13,581,571	14,906,409
3534 East Capitol St., NE	3534 EAST CAP VENTURE, LLC	Ward 7	8,139,221	11,526,412	19,665,633
SOME Benning Road (The Conway Center)	BENNING RESIDENTIAL, LLC	Ward 7	1,403,449	7,488,769	8,892,217
Hilltop Apartments	EASTERN AVENUE REVELOPMENT	Ward 7	724,865	648,801	1,373,666
Plaza West	PLAZA WEST LLC	Ward 6	2,250,000	7,005,451	9,255,451
West End - Square 50	SQUARE 50 AFFORDABLE HOUS	Ward 2	455,414		455,414
Square 769N	SQUARE 769N AFFORDABLE LP	Ward 6	210,975	185,314	396,288
Tivoli Gardens Apartments	TIVOLI GARDENS OWNER LLC	Ward 5	2,572,500		2,572,500
1164 Bladensburg Rd	1164 BLADENSBURG LLC	Ward 5		10,833,567	10,833,567
4040 8th Street, NW	4040 8TH STREET NW,LLC	Ward 4		150,267	150,267
49-53 Missouri Ave, NW	49-53 MISSOURI AVENUE NW, LLC	Ward 4		203,043	203,043
NCCLT - 905 R St. NW	ANSWER TITLE AND ESCROW	Ward 2		19,497	19,497
Archer Park	ARCHER PARK LP	Ward 8		701,431	701,431
The Beacon Center	BEACON CENTER HOUSING LLC	Ward 4		4,962,151	4,962,151
4000 Kansas	CAS 4000 KANSAS LLC	Ward 4		429,568	429,568
7440 Georgia Ave NW	DIVERSITY COOPERATIVE, INC	Ward 4		280,941	280,941
Glen Arms	GLENN ARMS PRESERVATION, LP	Ward 1		275,601	275,601
Hedin House	HEDIN HOUSE PRESERVATION LP	Ward 5		1,134,089	1,134,089
Luzon Cooperative	LUZON COOPERATIVE @6323	Ward 4		176,286	176,286
8th & T	MANNA INC	Ward 1		508,950	508,950
Meadown Green Court/Milestone Senior	MILESTONE SENIOR OWNER LLC	Ward 7		6,909,668	6,909,668
Residence at Minnesota Gardens	THE RESIDENCE AT MINNESOTA GAR	Ward 7		258,130	258,130
United 2nd Street Cooperative	UNITED 2ND STREET COOPERATIVE, INC	Ward 8		507,225	507,225
Maplewood Courts	VESTA MAPLEWOOD, LLC	Ward 8		6,695,000	6,695,000
	Subtotal, Multi-Family Project Activities		17,081,261	74,481,732	91,562,993
Other Related Multi-Family Activities					
Supplemental Legal Counsel	PALMER STAFFING SERVICES, INC			24,000	24,000
Legal	BALLARD SPAHR LLP			169,371	169,371
Subscription	RS MEANS COMPANY INC		6,452		6,452
	Subtotal, Other Related Multi-Family Activities		6,452	193,371	199,823
Multi-Family Administrative Expenses					
	DEVELOPMENT FINANCE DIVISION PAYROLL		387,393	-	387,393
	Total, Development Finance Project Costs		17,475,106	74,675,103	92,150,209

Three projects closed using HPTF loans in the First Quarter of FY18 totaling \$29,147,801 in Obligated Funds (Table 4):

Table 4: Projects Closed Using HPTF Funds First Quarter FY18

Project Name	Address	Ward	Project Type	Number of Units	Closing Date	HPTF Loan Amount
3534 East Capitol Street NE	3534 E. Capitol Street NE	Ward 7	New Construction	137	11/02/17	\$19,665,633
Meadow Green Court/Milestone Senior	3539 A Street SE	Ward 7	Substantial Rehabilitation	60	11/09/17	\$6,909,668
Tivoli Gardens	4811-4819 N. Capitol Street NE	Ward 5	Acquisition	49	12/22/17	\$2,572,500

Inclusive of the DFD's FY18 HPTF budget authority (\$82,392,815), First Quarter FY18 expenditures and obligations, and the HPTF Fund balance, a total of \$227,424,381 in HPTF was available as of December 31, 2017. At the end of the First Quarter of FY18, there were 35 projects the multi-family underwriting pipeline with HPTF funding requests, totaling approximately \$225,000,000 in Active Requests. Projects in the underwriting pipeline are expected to close over the next two fiscal years.

HOUSING PRODUCTION TRUST FUND

FISCAL YEAR 2018 SECOND QUARTER REPORT

January 1, 2018 - March 31, 2018

Brian Kenner
Deputy Mayor for Planning and Economic Development

Polly Donaldson, Director
1800 Martin Luther King Jr. Avenue SE | Washington, DC 20020

Overview

The Housing Production Trust Fund (HPTF or “the Fund”) is authorized under the Housing Production Trust Fund Act of 1988, D.C. Law 7- 202. Section 4102.9(a) of the D.C. Municipal Regulations requires the DC Department of Housing and Community Development (DHCD) to file with the Chairperson of the Council Committee on Housing and Neighborhood Revitalization¹ quarterly reports on Fund activities and expenditures.

This report on HPTF activities and expenditures covers the Second Quarter of FY 2018 from January 1, 2018 to March 31, 2018.

Second Quarter FY 2018 HPTF Summary

The Fund Balance at the beginning of the Second Quarter of FY18 was \$238,217,277 (Table 1). DHCD’s FY18 Budget for all agency HPTF programs and activities is \$99,155,000, of which \$31,443,294 has been recorded as revenue through the end of the second quarter. Collections through the end of the fiscal year, along with a transfer to fund balance from the FY 2017 surplus, are projected to meet or slightly exceed the budgeted amount.

Table 1: Summary of Revenue and Disbursements

FY2018 QUARTERLY ACTIVITIES							
Quarter	Starting Balance	Recordation and Transfer Tax	Other Income	Loan Repayments	Transfers from Mayor's Office	Disbursements	Ending Balance
Oct-Dec 2017	236,988,404	16,979,379	2,954,942	256,601	-	(18,962,050)	238,217,277
Jan-Mar 2018	238,217,277	9,612,866	58,977	1,580,528		(34,861,584)	214,608,064
Apr-Jun 2018							
Jul-Sep 2018							

Revenue from recordation and transfer taxes, other income (interest income and Inclusionary Zoning contributions), and loan repayments totaled \$11,252,372 for the quarter. Project expenditures for all DHCD HPTF activities in the Second Quarter of FY18 totaled \$34,861,584 (Table 2). Expenditures are comprised of Multi-Family project expenditures, Single Family Residential Rehabilitation Program expenditures, and DHCD administrative expenditures.

¹ Previously titled the Council Committee on Housing and Economic Development.

Table 2: Statement of Revenues and Expenditures

STATEMENTS OF REVENUES AND EXPENDITURES					
October 1, 2017 - September 30, 2018					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	FY 2018
REVENUE					
Revenue from Recordation and Deed Taxes	16,979,379	9,612,866			26,592,246
Loan Repayment	256,601	1,580,528			1,837,129
Other Income	2,954,920	50,172			3,005,092
Miscellaneous Interest	22	8,806			8,828
Total Revenues	20,190,922	11,252,372	-	-	31,443,294
EXPENDITURES					
Project Expenditures (Multi-family)	(17,409,256)	(32,154,725)			(49,563,981)
Administrative Expenses	(1,047,400)	(2,100,586)			(3,147,986)
Single Family Residential Rehabilitation Program	(505,394)	(606,273)			(1,111,666)
Total Expenditures	(18,962,050)	(34,861,584)	-	-	(53,823,634)
Excess/(Deficiency) Revenue over Expenditure	1,228,873	(23,609,212)	-	-	(22,380,339)
OTHER FINANCING SOURCES (Uses)					
Transfers in					-
Total Other Financing Sources and (Uses)	-	-	-	-	-
NET REVENUES OVER/(UNDER) EXPENDITURES	1,228,873	(23,609,212)	-	-	(22,380,339)

Multi-Family HPTF Activities

HPTF multi-family affordable housing projects fall into one of three funding stages:

1. Active Requests are those projects selected for further underwriting and accepted into the Development Finance Division's (DFD) underwriting pipeline.
2. Obligated Funds are the amount of funds obligated to specific HPTF affordable housing projects. Obligations occur at the execution of final legal documents and the financial closing for the project.
3. Expended Funds are the funds disbursed to projects that have obligated funds. The majority of these disbursements occur during construction.

DFD's FY18 HPTF current budget for multi-family projects is \$306,784,310 (including the HPTF Fund balance). Less FY18 expenditures, obligations and commitments to date, a total of \$130,339,653 in HPTF was available as of March 31, 2018. At the end of the Second Quarter of FY18, there were 36 projects in the multi-family underwriting pipeline with HPTF funding requests, totaling approximately \$225,000,000 in Active Requests. Projects in the underwriting pipeline are expected to close over the next two to three fiscal years.

In the Second Quarter of FY18, \$107,318,411 was obligated to multi-family affordable housing projects and related activities (funding stage 2). This amount includes projects that had a

financial closing through Q2 FY18 or in previous fiscal years and are currently under construction. Project and related expenditures (funding stage 3) in the Second Quarter of FY18 totaled \$49,563,981 (Table 3).

Table 3: Multi-Family Projects – Cash Disbursements/Expenditures and Obligations

FY2018 CASH DISBURSEMENTS/EXPENDITURES AND OBLIGATIONS (MULTI-FAMILY)					
First and Second Quarters - October 1, 2017 through March 31, 2018					
Multi-Family Project Activities					
Project Name	Developer/Owner	Ward	Expenditure Amount	Remaining Obligation	Total Activity
1164 Bladensburg Rd	1164 BLADENSBURG LLC	Ward 5	5,438,161	5,395,406	10,833,567
Maple View Flats	2228 MLK LLC	Ward 8	3,113,631	11,792,778	14,906,409
3534 East Capitol St., NE	3534 EAST CAP VENTURE, LLC	Ward 7	9,252,967	10,412,666	19,665,633
4000 Benning Road	4000 BENNING ROAD LLC	Ward 7	1,269,040	459,587	1,728,627
4040 8th Street, NW	4040 8TH STREET NW,LLC	Ward 4		150,267	150,267
49-53 Missouri Ave, NW	49-53 MISSOURI AVENUE NW, LLC	Ward 4		203,043	203,043
Amber Overlook	AMBER OVERLOOK LLC	Ward 7		5,588,431	5,588,431
NCCLT - 905 R St. NW	ANSWER TITLE AND ESCROW	Ward 2		19,497	19,497
Archer Park	ARCHER PARK LP	Ward 8		701,431	701,431
Manna Brightwood TOPA Pool	ATHENA LLC	Ward 4		25,529	25,529
Barlee Cooperative	BARLEE COOPERATIVE ASSOCIATION	Ward 4		232,556	232,556
The Beacon Center	BEACON CENTER HOUSING LLC	Ward 4		4,962,151	4,962,151
SOME Benning Road (The Conway Center)	BENNING RESIDENTIAL, LLC	Ward 7	5,775,369	3,116,849	8,892,217
4000 Kansas	CAS 4000 KANSAS LLC	Ward 4		429,568	429,568
7440 Georgia Ave NW	DIVERSITY COOPERATIVE, INC	Ward 4		280,941	280,941
Hilltop Apartments	EASTERN AVENUE REVELOPMENT	Ward 7	1,373,666		1,373,666
The Beacon Center	EMORY BEACON OF LIGHT, INC.	Ward 4	238,843	-	238,843
Glen Arms	GLENN ARMS PRESERVATION, LP	Ward 1	108,311	167,290	275,601
Hedin House	HEDIN HOUSE PRESERVATION LP	Ward 5	981,409	152,680	1,134,089
Hope Cooperative	HOPE COOPERATIVE ASSOCIATION	Ward 4	201,252	72,483	273,735
Luzon Cooperative	LUZON COOPERATIVE @6323	Ward 4		176,286	176,286
8th & T	MANNA INC	Ward 1		508,950	508,950
1847-9 Good Hope Rd., SE	MI CASA MY HOUSE INC.	Ward 8		333,662	333,662
Meadown Green Court/Milestone Senior	MILESTONE SENIOR OWNER LLC	Ward 7	432,765	6,476,903	6,909,668
Parkway Overlook	PARKWAY OVERLOOK II LP	Ward 8	10,461,896	9,638,104	20,100,000
Plaza West	PLAZA WEST LLC	Ward 6	5,768,579	3,486,873	9,255,451
South Capitol	SOUTH CAPITOL IMPROVEMENTS, LL	Ward 8		25,138,557	25,138,557
West End - Square 50	SQUARE 50 AFFORDABLE HOUS	Ward 2	455,414		455,414
Square 769N	SQUARE 769N AFFORDABLE LP	Ward 6	210,975	185,314	396,288
The Langdon Apartments	THE LANGDON APARTMENTS	Ward 5	785,412	-	785,412
Residence at Minnesota Gardens	THE RESIDENCE AT MINNESOTA GAR	Ward 7		258,130	258,130
Tivoli Gardens Apartments	TIVOLI GARDENS OWNER LLC	Ward 5	2,572,500	-	2,572,500
Partner Arms II	TRANSITIONAL HOUSING CORP	Ward 4	355,464	799,905	1,155,369
United 2nd Street Cooperative	UNITED 2ND STREET COOPERATIVE, INC	Ward 8		507,225	507,225
Maplewood Courts	VESTA MAPLEWOOD, LLC	Ward 8		6,695,000	6,695,000
Voices of Madison Cooperative	VOICES OF MADISON COOPERATIVE	Ward 4		125,350	125,350
Brookland Place Apartments	WESLEY BROOKLAND LLC	Ward 5		8,825,000	8,825,000
	Subtotal, Multi-Family Project Disbursements		48,795,654	107,318,411	156,114,065
Other Related Activities					
Project Support Activities	Supplemental legal services, subscriptions, training		28,324	173,784	202,108
	Subtotal, Other Related Activities		28,324	173,784	202,108
	Total, Multi-family Project Disbursement Activities		48,823,978	107,492,195	156,316,173
	DEVELOPMENT FINANCE DIVISION PAYROLL		740,003	-	740,003
	Total, Development Finance Project Costs		49,563,981	107,492,195	157,056,176

Four projects closed using HPTF funds in the Second Quarter of FY18 totaling \$38,783,936 in Obligated Funds (Table 4).

Table 4: Projects Closed Using HPTF Funds Second Quarter FY18

Project Name	Address	Ward	Project Type	Number of Units	Closing Date	HPTF Loan Amount
Maplewood Courts	2306 Hartford St. SE	Ward 8	Substantial Rehabilitation	94	01/09/18	\$6,695,000
1164 Bladensburg Road	1164 Bladensburg Rd. NE	Ward 5	New Construction	65	1/11/18	\$10,833,567
Parkway Overlook Apartments	Robinson Pl. SE	Ward 8	Substantial Rehabilitation/ New Construction	220	02/07/18	\$20,100,000
Partner Arms 2	4506 Georgia Ave. NW	Ward 4	Substantial Rehabilitation	12	03/13/18	\$1,155,369

HOUSING PRODUCTION TRUST FUND

FISCAL YEAR 2018 THIRD QUARTER REPORT

April 1, 2018-June 30, 2018

Brian Kenner
Deputy Mayor for Planning and Economic Development

Polly Donaldson, Director
1800 Martin Luther King Jr. Avenue SE | Washington, DC 20020

Overview

The Housing Production Trust Fund (HPTF) is authorized under the Housing Production Trust Fund Act of 1988, D.C. Law 7- 202. Section 4102.9(a) of the D.C. Municipal Regulations requires the DC Department of Housing and Community Development (DHCD) to file with the Chairperson of the Council Committee on Housing and Neighborhood Revitalization¹ quarterly reports on Fund activities and expenditures.

This report on HPTF activities and expenditures covers the Third Quarter of FY 2018 from April 1, 2018 -June 30, 2018.

Third Quarter FY 2018 HPTF Summary

The HPTF fund balance at the beginning of the Third Quarter of FY 2018 was \$214,608,064. Revenue for the third quarter totaled \$18,470,232, bringing total revenues for the first three quarters of FY 2018 to \$49,913,526 (Table 1).

Table 1: Summary of Revenue and Disbursements

FY2018 QUARTERLY ACTIVITIES				
October 1, 2017 – September 30, 2018 (Dollars)				
Quarter	Starting Balance	Total Revenues	Disbursements	Ending Balance
Quarter 1	236,988,404	20,190,922	(18,962,050)	238,217,277
Quarter 2	238,217,277	11,252,372	(14,137,363)	235,332,286
Quarter 3	214,608,064	18,470,232	(32,607,595)	200,470,702
Quarter 4				
Total YTD	236,988,404	49,913,526	(65,707,007)	200,470,702

Expenditures by the HPTF occur for Multi-Family projects, the Single Family Residential Rehabilitation Program, and DHCD administrative support and other project expenses. Expenditures for all these activities in the Third Quarter of FY 2018 totaled \$32,607,595. Expenditures over the first three quarters of the year totaled \$65,707,007 (Table 1).

As a result of expenditures exceeding revenues for the first three quarters of FY 2018, the HPTF Fund balance declined by \$36,517,702 in this period (Table 2).

¹ Previously titled the Council Committee on Housing and Economic Development.

Table 2 provides the statement of revenues and expenditures of the HPTF in the first three quarters of FY 2018 in greater detail. The main source of revenues was the District's deed and recordation tax. The HPTF receives 15% of these revenues collected by the District, which amounted to \$15,980,097 in the third quarter of 2018. Loan repayments were the other significant source of revenue, contributing \$2,194,966.

Table 2: Statement of Revenues and Expenditures

STATEMENTS OF REVENUES AND EXPENDITURES					
October 1, 2017 – September 30, 2018					
(Dollars)					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	FY 2018 YTD
REVENUE					
Revenue from Recordation and Deed Taxes	16,979,379.44	9,612,866.07	15,980,097.42		42,572,342.93
Loan Repayment	256,600.78	1,580,528.40	2,194,965.81		4,032,094.99
Other Income	2,954,920.00	50,171.66	283,787.14		3,288,878.80
Miscellaneous Interest	22.00	8,805.68	11,381.78		20,209.46
Total Revenues	20,190,922.22	11,252,371.81	18,470,232.15	-	49,913,526.18
EXPENDITURES					
Project Expenditures (Multi-family)	(17,409,256.04)	(32,154,725.29)	(28,730,615.16)		(78,294,596.49)
Administrative Expenses	(1,047,400.00)	(2,100,585.70)	(2,633,617.90)		(5,781,603.60)
Single Family Residential Rehabilitation Program	(260,536.29)	(334,900.30)	(700,741.22)		(1,296,177.81)
Other Project Expenses	(244,857.26)	(271,372.62)	(542,620.63)		(1,058,850.51)
Total Expenditures	(18,962,049.59)	(34,861,583.91)	(32,607,594.91)	-	(86,431,228.41)
Excess/(Deficiency) Revenue over Expenditure	1,228,872.63	(23,609,212.10)	(14,137,362.76)	-	(36,517,702.23)
OTHER FINANCING SOURCES (Uses)					
Transfers in					-
Total Other Financing Sources and (Uses)	-	-	-	-	-
NET REVENUES OVER/(UNDER) EXPENDITURES	1,228,872.63	(23,609,212.10)	(14,137,362.76)	-	(36,517,702.23)

Multi-Family HPTF Activities

The HPTF fund balance discussed above represents the funds available for eligible activities at the beginning and end of each quarter. HPTF multi-family affordable housing projects, administered by DHCD's Development Finance Division (DFD), represent the largest use of the

fund. As generally large capital projects that can take years to complete, the funding for these projects falls into one of three funding stages, chronologically:

1. Active Requests: Projects selected for further underwriting and accepted into DFD's underwriting pipeline.
2. Obligated Funds: Funds obligated to specific HPTF affordable housing projects when final legal documents have been executed and the financial closing for the project has occurred.
3. Expenditures: Funds disbursed to projects after closing, primarily during construction.

Expenditures were discussed previously. Active requests are projects in DHCD's underwriting pipeline and represent reserved fund balance. Obligated funds represent contractual obligations on the fund balance. Obligated funds continue to appear in the fund balance and can be expected to be disbursed within the next fiscal year or two as the construction for the project is completed. Active requests are expected to close and begin withdrawing funds over the next two to three fiscal years.

Six projects closed using HPTF funds in the Third Quarter of FY18 obligating \$30,107,331 in HPTF (Table 3).

Table 3: Projects Closed Using HPTF Funds, Third Quarter FY18

Project Name	Address	Ward	Project Type	Number of Units	Closing Date	HPTF Loan Amount
28th Place SE	28th Place SE	8	Production	14	4/18/2018	\$400,000
Brookland Place Apartments	617 Hamlin Street NE	5	Preservation	80	4/18/2018	\$8,825,000
8th and T Street NW	8th and T Street NW	1	Production	4	4/27/2018	\$508,950
505 Jefferson Street	505 Jefferson Street NW	4	Preservation	14	6/7/2018	\$1,371,913
Abrams Hall	6900 Georgia Avenue NW	4	Production	80	6/15/2018	\$9,753,037
Liberty Place	881 3rd Street NW	6	Production	71	6/19/2018	\$9,248,431

DFD's annual budget for multi-family projects is determined by the HPTF fund balance at the beginning of the fiscal year and any appropriations and expected additional revenue, less HPTF funds budgeted for other expenditures during the fiscal year. For FY 2018, the multi-family budget was \$309,590,645.

As shown in Table 4, at the end of the Third Quarter of FY 2018, \$109,040,676 was obligated to multi-family affordable housing projects and related activities (Funding Stage 2). This amount includes projects that had a financial closing in the Third Quarter of FY18 or in previous fiscal years and are currently under construction. Project and related expenditures (Funding Stage 3) in the Third Quarter of FY18 totaled \$78,294,597 (Table 4). Year to date expenditures and obligations diminished the available DFD Multifamily Budget by \$187,538,181. Thus, as of June 30, 2018, at the beginning of the fourth quarter of FY 2018, a total of \$122,052,464 was available in HPTF for multi-family projects in FY 2018.

Table 4: Multi-Family Projects – Cash Disbursements/Expenditures and Obligations

FY2018 CASH DISBURSEMENTS/EXPENDITURES AND OBLIGATIONS (MULTI-FAMILY)					
First, Second and Third Quarters - October 1, 2017 through June 30, 2018					
Project Name	Developer/Owner	Ward	Expenditure Amount	Remaining Obligation	Total Activity
(Dollars)					
1164 Bladensburg Road	1164 BLADENSBURG LLC	5	5,964,268	4,869,299	10,833,567
22 Atlantic Cooperative Association, Inc.	22 ATLANTIC COOPERATIVE	8		2,669,924	2,669,924
Maple View Flats	2228 MLK LLC	8	6,840,281	8,066,128	14,906,409
3534 East Capitol Street NE	3534 EAST CAP VENTURE, LLC	7	11,115,389	8,550,244	19,665,633
4000 Benning Road	4000 BENNING ROAD LLC	7	1,269,040	459,587	1,728,627
4040 8th Street NW	4040 8TH STREET NW,LLC	4		150,267	150,267
49-53 Missouri Avenue NW	49-53 MISSOURI AVENUE NW, LLC	4		203,043	203,043
5400-5408 5th Street Acquisition	5400 5TH STREET, NW	4		1,395,086	1,395,086
Abrams Hall	ABRAMS HALL SENIOR	4	7,652,780	2,100,257	9,753,037
Amber Overlook	AMBER OVERLOOK LLC	7		5,588,431	5,588,431
NCCLT - 905 R Street NW	ANSWER TITLE AND ESCROW	2		19,497	19,497
Archer Park	ARCHER PARK LP	8		741,431	741,431
Manna Brightwood TOPA Pool	ATHENA LLC	4	25,529		25,529
Atlantic Gardens	ATLANTIC GARDENS REDEVELOPMENT	8		1,064,765	1,064,765
Atlantic Terrace	ATLANTIC TERRACE LIMITED	8		1,520,248	1,520,248
Barlee Cooperative	BARLEE COOPERATIVE ASSOCIATION	4		232,556	232,556
The Beacon Center	BEACON CENTER HOUSING LLC	4		4,962,151	4,962,151
SOME Benning Road (The Conway Center)	BENNING RESIDENTIAL, LLC	7	6,906,537	1,985,230	8,891,767
4000 Kansas	CAS 4000 KANSAS LLC	4		429,568	429,568
28th Place SE	DC HABITAT FOR HUMANITY	8	213,020	186,980	400,000
7440 Georgia Avenue NW	DIVERSITY COOPERATIVE, INC	4	11,775	269,166	280,941
Hilltop Apartments	EASTERN AVENUE REVELOPMENT	7	1,373,666		1,373,666
The Beacon Center	EMORY BEACON OF LIGHT, INC.	4	489,246	-	489,246
Glen Arms	GLENN ARMS PRESERVATION, LP	1	108,311	167,290	275,601
The Kingston	HAMPSTEAD KINGSTON PARTNERS, L	4	22,950	187,253	210,203
Hedin House	HEDIN HOUSE PRESERVATION LP	5	1,020,680	113,409	1,134,089
Hope Cooperative	HOPE COOPERATIVE ASSOCIATION	4	225,060	48,676	273,735
Maycroft	JUBILEE HOUSING, INC.	1	270,000	30,000	300,000
Liberty Place	LIBERTY PLACE APARTMENTS LLC	6		9,248,431	9,248,431
Luzon Cooperative	LUZON COOPERATIVE @6323	4		176,286	176,286
8th & T	MANNA INC	1	100,000	408,950	508,950
Hunter Place	MANNA INC	8		1,744,021	1,744,021
1847-49 Good Hope Road SE	MI CASA MY HOUSE INC.	8		333,662	333,662
Meadow Green Court/Milestone Senior	MILESTONE SENIOR OWNER LLC	7	1,534,630	5,375,038	6,909,668
Parkway Overlook	PARKWAY OVERLOOK II LP	8	10,461,896	9,638,104	20,100,000
505 Jefferson Street NW	PHOENIX COOPERATIVE ASSOCIATIO	4	1,301,422	70,491	1,371,913
Plaza West	PLAZA WEST LLC	6	7,123,001	2,132,450	9,255,451
South Capitol	SOUTH CAPITOL IMPROVEMENTS, LL	8	1,019,188	24,119,369	25,138,557
West End - Square 50	SQUARE 50 AFFORDABLE HOUS	2	455,414		455,414
Square 769N	SQUARE 769N AFFORDABLE LP	6	210,975	185,314	396,288
Abrams Hall	THC AFFORDABLE HOUSING INC	4		168,000	168,000
The Langdon Apartments	THE LANGDON APARTMENTS	5	785,412	-	785,412
Residence at Minnesota Gardens	THE RESIDENCE AT MINNESOTA GAR	7	38,285	219,845	258,130
Tivoli Gardens Apartments	TIVOLI GARDENS OWNER LLC	5	2,572,500	-	2,572,500
Partner Arms II	TRANSITIONAL HOUSING CORP	4	412,573	742,796	1,155,369
United 2nd Street Cooperative	UNITED 2ND STREET COOPERATIVE, INC	8		507,225	507,225
Maplewood Courts	VESTA MAPLEWOOD, LLC	8	750,974	5,944,026	6,695,000
Voices of Madison Cooperative	VOICES OF MADISON COOPERATIVE	4	59,980	65,370	125,350
Brookland Place Apartments	WESLEY BROOKLAND LLC	5	6,874,186	1,950,814	8,825,000
Subtotal			77,208,970	109,040,676	186,249,646
Other Related Activities					
Supplemental Legal Counsel	PALMER STAFFING SERVICES, INC		13,633	10,367	24,000
Legal	BALLARD SPAHR LLP		62,515	106,856	169,371
Subscription	RS MEANS COMPANY INC		6,452		6,452
Other Adjustments			(85,685)		
Subtotal			(3,085)	117,223	199,823
Total, Multi-family Project Disbursement Activities			77,205,885	109,157,899	186,449,469
DEVELOPMENT FINANCE DIVISION PAYROLL			1,088,712	-	1,088,712
Total, Development Finance Project Costs			78,294,597	109,157,899	187,538,181

DHCD FY18 Salary over 100k

	Name	Title	Posn Nbr	Salary	Activity	Department Name
1	Wiley,Julia H	SUPERVISORY ATTORNEY ADVISOR	00070773	\$ 176,336.00	0100	Office of the Director
2	Shiflett,Bethany	AGENCY FISCAL OFFICER	00005210	\$ 173,580.00	0100	Economic Devel & Reg STAFF
3	Donaldson,Mary	Director Housing & Community D	00011703	\$ 172,650.87	0100	DIR Dep Housing Community Dev
4	Mckenzie,Joan E	ATTORNEY ADVISOR	00037512	\$ 171,434.00	0100	Office of the Director
5	Ladd,Allison	Deputy Director	00071402	\$ 169,328.91	0100	Office of the Director
6	Mcmiller,Michael E	ATTORNEY ADVISOR	00012618	\$ 165,635.00	0100	Office of the Director
7	HUBBARD,DREW E	Chief Administrative Officer	00008958	\$ 157,762.46	0100	Office of the Director
8	Cooper,Donnette A	ATTORNEY ADVISOR	00000757	\$ 156,685.00	0100	Office of the Director
9	Owens,Latrena M	Chief of Staff	00067592	\$ 154,042.28	0100	Office of the Director
10	Spencer,Michael T.	Chairperson	00045717	\$ 152,749.43	0100	Housing Regulation Administrat
11	Joemah,Dionne M	Deputy General Counsel	00068364	\$ 146,260.00	0100	Office of the Director
12	Gregory,Lisa M.	Rental Housing Comm/Atty Adv.	00046637	\$ 139,508.35	0100	Office of the Director
13	Snowden,Rene B	SUPVY COMPUTER SPEC	00016338	\$ 137,933.90	0100	Office of the Director
14	Slade,Ray M	SPECIAL PROJECT COOR	00010223	\$ 137,477.00	0300	Development Finance Div
15	Charles-Christian,Kathy K	ATTORNEY ADVISOR	00011564	\$ 137,019.00	0100	Office of the Director
16	Lee,Lamont C	Supervisory Program Manager	00051361	\$ 136,086.30	0100	Residential & Community Servs
17	Pair,Lauren J	Rent Administrator	00045753	\$ 135,264.75	0100	Office of the Director
18	Imhulse,Sara N	Residential Rehab. Programs Ma	00074851	\$ 131,078.85	0300	Residential & Community Servs
19	Baldwin-Scott,Hope L	Housing Projects Coordinator	00043096	\$ 130,641.00	0300	Development Finance Div
20	Pelletiere,Danilo	Housing Development Advisor	00043095	\$ 129,960.25	0100	Office of the Director
21	Nottingham,Angela B	Train. and Dev. Mgr.	00009994	\$ 129,565.11	0100	Office of the Director
22	Hathi,Adarsh A	ATTORNEY ADVISOR	00039034	\$ 129,403.00	0100	Office of the Director
23	Sylvester,Honor C	FINANCIAL MGR	00083101	\$ 127,226.00	0100	Economic Devel & Reg STAFF
24	Edmond,Lesley	Housing Compliance Officer	00076710	\$ 125,663.61	0100	Office of Program Monitoring
25	Bulmash,Gene	Inclus. Zoning Program Mgr.	00045735	\$ 125,186.20	0100	Office of the Director
26	Smalls,Taura L	LEGISLATIVE AFFAIRS SPEC	00036899	\$ 123,945.00	0100	Office of the Director
27	Bryant,Kwame	BUDGET OFFICER	00034070	\$ 123,807.00	0100	Economic Devel & Reg STAFF
28	Van Balen,Ana Lopez	Preservation Officer	00094108	\$ 123,064.40	0100	Office of the Director
29	Walker,Cecilia	Asset Manager	00051359	\$ 122,003.50	0100	The Portfolio Management Divis
30	Hagans,Paticia	Grants Management Specialist	00083745	\$ 120,388.00	0100	Economic Devel & Reg STAFF
31	Law,Laverne E	ADMIN SUPPORT SRVS MGR	00024215	\$ 120,195.85	0100	Administrative Support Servs
32	Cofield,Gwendolyn M.	Supvy Public Affairs Spec	00036737	\$ 118,820.80	0100	Office of the Director
33	Wilson,Erin	Supervisory Contract and Loan	00020889	\$ 118,465.45	0300	Development Finance Div
34	O'Neal,Antilecia	Human Resources Specialist	00038715	\$ 117,625.00	0100	Office of the Director
35	JOHNSON,DEVIN A	Legislative Affairs Specialist	00051360	\$ 117,625.00	0100	Office of the Director

	Name	Title	Posn Nbr	Salary	Activity	Department Name
36	Holla,Reshma	Supervisory Contract and Loan	00044666	\$ 117,343.00	0300	Development Finance Div
37	Hillsman,Pamela	COMMUNITY DEV RESOURCE SPEC	00002556	\$ 116,343.00	0100	Office of the Director
38	Wali,Washi J	PROJECT MGR	00003270	\$ 116,343.00	0300	Development Finance Div
39	Walker,Paul K	ARCHITECT	00003767	\$ 116,343.00	0300	Development Finance Div
40	Culbreth Akinkoye,Mary	COMPLIANCE SPEC LIHTC	00010969	\$ 116,343.00	0100	The Portfolio Management Divis
41	Merchant,Ernest Wilson	Economic Development Program S	00041017	\$ 116,343.00	0300	Residential & Community Servs
42	Woodson,Michael V	Realty Project Manager	00042955	\$ 116,343.00	0300	Property Acquisition and Dispo
43	Keane,Keishon	Realty Project Manager	00044606	\$ 116,343.00	0300	Property Acquisition and Dispo
44	Wilson,Reginald	BUDGET ANALYST	00034071	\$ 116,341.00	0100	Economic Devel & Reg STAFF
45	Gutierrez,Sonia	Fair Housing Prog Coord (Bil.)	00004298	\$ 115,571.75	0100	Office of Program Monitoring
46	Davis,Stephanie	Economic Development Program S	00041018	\$ 113,448.00	0300	Residential & Community Servs
47	Greer,Dorothy	Rental Property Program Spec	00045906	\$ 113,448.00	0100	Housing Regulation Administrat
48	Anderson,Keith A	Rental Property Program Spec	00046034	\$ 113,448.00	0100	Rental Accommodations Division
49	Harvey,Guyton P	HOUSING & DEV PROJECT MGR	00036897	\$ 110,553.00	0300	Development Finance Div
50	Hayden III,Robert A	Real Estate Delinquent Special	00041314	\$ 110,553.00	0100	The Portfolio Management Divis
51	Moore,Antoinette Nichole	Attorney Advisor	00013908	\$ 109,503.00	0100	Office of the Director
52	Smalls,Michael R.	Program Analyst	00021837	\$ 108,145.00	0100	Office of the Director
53	Davis,Edward D.	COMM SRVS PGM MGR	00013084	\$ 108,048.85	0300	Residential & Community Servs
54	Scallet,Anna E	HOUSING & DEV PROJECT MGR	00000225	\$ 107,658.00	0300	Development Finance Div
55	Brannum,Steven	HOUSING & DEV PROJECT MGR	00003060	\$ 107,658.00	0300	Office of the Director
56	Butler-Truesdale,Tonya	Rental Property Program Spec	00045907	\$ 107,658.00	0100	Rental Accommodations Division
57	Luo,Yonghong	Strategic Program Spec	00020406	\$ 107,556.00	0100	Information Technology Unit
58	Johnson-Hare,Ashley	Supvy Housing Financial Anal.	00094087	\$ 107,000.00	0100	The Portfolio Management Divis
59	Gray,Sharon K	EXECUTIVE ASST	00008552	\$ 104,881.00	0100	Office of the Director
60	Richardson,Bruce W	COMPUTER SPECIALIST	00011811	\$ 104,881.00	0100	Information Technology Unit
61	Jones,Tiphonie	HOUSING & DEV PROJECT MGR	00020180	\$ 104,763.00	0300	Development Finance Div
62	Knackstedt,Joseph	HOUSING & DEV PROJECT MGR	00043113	\$ 104,763.00	0300	Office of the Director
63	Powell,Johnette M	Program Analyst	00044605	\$ 104,763.00	0100	Office of Program Monitoring
64	Godwin,Patricia A	Compliance Specialist	00047081	\$ 104,763.00	0100	The Portfolio Management Divis
65	Edwards,Clyde D	Program Analyst	00078204	\$ 104,763.00	0100	Office of Program Monitoring
66	George,Rodney D	Realty Project Manager	00045218	\$ 101,868.03	0300	Property Acquisition and Dispo
67	Davis,Lashawn	INFO TECH SPEC	00043077	\$ 101,868.00	0100	Information Technology Unit
68	Mccrimmon,Constance	Compliance Specialist	00094088	\$ 101,868.00	0100	The Portfolio Management Divis
69	Bellegarde,Emmanuel A.	Economic Dev Program Spec	00000780	\$ 100,261.00	0300	Residential & Community Servs
70	Hall,Tilla Y	STAFF ASSISTANT	00005602	\$ 100,261.00	0100	Office of Program Monitoring
71	Marshall,Calvin E	LOAN SPECIALIST	00008029	\$ 100,261.00	0300	Residential & Community Servs
72	Newkirk,Tamika	ECONOMIC DEV PGM SPEC	00011400	\$ 100,261.00	0300	Residential & Community Servs

	Name	Title	Posn Nbr	Salary	Activity	Department Name
73	Gillis,Miranda Denae	HOUSING & DEV PGM SPEC	00017583	\$ 100,261.00	0300	Development Finance Div
74	Allen Jr.,James	CONTRACT SPECIALIST	00025280	\$ 100,261.00	0100	Office of Program Monitoring
75	Nunez,Moises DJ	Residential Rehabilitation Speci	00036659	\$ 100,261.00	0300	Residential & Community Servs
76	Marshall III,Ralph A	Environmental Compliance Spec	00043094	\$ 100,261.00	0100	Office of Program Monitoring
77	Gordon,Jeanette	ACCOUNTANT	00013694	\$ 100,257.00	0100	Economic Devel & Reg STAFF

DHCD FY19 Salary over 100k

	Name	Title	Posn Nbr	Salary	Activity	Department Name
1	Wiley,Julia H	SUPERVISORY ATTORNEY ADVISOR	00070773	\$ 179,862.72	0100	Office of the Director
2	Shiflett,Bethany	AGENCY FISCAL OFFICER	00005210	\$ 177,051.00	0100	Economic Devel & Reg STAFF
3	Donaldson,Mary	Director Housing & Community D	00011703	\$ 176,103.88	0100	DIR Dep Housing Community Dev
4	Mckenzie,Joan E	ATTORNEY ADVISOR	00037512	\$ 174,520.00	0100	Office of the Director
5	Ladd,Allison	Deputy Director	00071402	\$ 172,715.49	0100	Office of the Director
6	Mcmiller,Michael E	ATTORNEY ADVISOR	00012618	\$ 168,616.00	0100	Office of the Director
7	HUBBARD,DREW E	Chief Administrative Officer	00008958	\$ 160,917.71	0100	Office of the Director
8	Cooper,Donnette A	ATTORNEY ADVISOR	00000757	\$ 159,505.00	0100	Office of the Director
9	Owens,Latrena M	Chief of Staff	00067592	\$ 157,123.13	0100	Office of the Director
10	Spencer,Michael T.	Chairperson	00045717	\$ 155,804.42	0100	Housing Regulation Administrat
11	Joemah,Dionne M	Deputy General Counsel	00068364	\$ 149,185.20	0100	Office of the Director
12	Gregory,Lisa M.	Rental Housing Comm/Atty Adv.	00046637	\$ 142,298.52	0100	Housing Regulation Administrat
13	Puttagunta,Rupa Ranga	Rental Housing Comm/Atty Adv.	00045716	\$ 142,298.52	0100	Housing Regulation Administrat
14	Snowden,Rene B	SUPVY COMPUTER SPEC	00016338	\$ 140,692.58	0100	Information Technology Unit
15	Slade,Ray M	SPECIAL PROJECT COOR	00010223	\$ 140,230.00	0100	Development Finance Div
16	Charles-Christian,Kathy K	ATTORNEY ADVISOR	00011564	\$ 139,484.00	0100	Office of the Director
17	Pair,Lauren J	Rent Administrator	00045753	\$ 137,970.05	0100	Rental Accommodations Division
18	Baldwin-Scott,Hope L	Housing Projects Coordinator	00043096	\$ 133,256.00	0100	Development Finance Div
19	Pelletiere,Danilo	Housing Development Advisor	00043095	\$ 132,559.46	0100	Office of the Director
20	Lee,Lamont C	Supervisory Program Manager	00051361	\$ 132,198.99	0100	Residential & Community Servs
21	Nottingham,Angela B	Train. and Dev. Mgr.	00009994	\$ 132,156.41	0100	Office of the Director
22	Hathi,Adarsh A	ATTORNEY ADVISOR	00039034	\$ 131,732.00	0100	Office of the Director
23	Sylvester,Honor C	FINANCIAL MGR	00083101	\$ 129,771.00	0100	Economic Devel & Reg STAFF
24	Edmond,Lesley	Housing Compliance Officer	00076710	\$ 128,176.88	0100	Office of Program Monitoring
25	Bulmash,Gene	Inclus. Zoning Program Mgr.	00045735	\$ 127,689.92	0100	Housing Regulation Administrat
26	Imhulse,Sara N	Residential Rehab. Programs Ma	00074851	\$ 127,333.77	0100	Residential & Community Servs
27	Smalls,Taura L	LEGISLATIVE AFFAIRS SPEC	00036899	\$ 126,423.00	0100	Office of the Director
28	Bryant,Kwame	BUDGET OFFICER	00034070	\$ 126,283.00	0100	Economic Devel & Reg STAFF
29	Van Balen,Ana Lopez	Preservation Officer	00094108	\$ 125,525.69	0100	Office of the Director
30	Hagans,Paticia	Grants Management Specialist	00083745	\$ 122,796.00	0100	Economic Devel & Reg STAFF
31	Law,Laverne E	ADMIN SUPPORT SRVS MGR	00024215	\$ 122,599.77	0100	Administrative Support Servs
32	Cofield,Gwendolyn M.	Supvy Public Affairs Spec	00036737	\$ 121,197.22	0100	Office of the Director
33	Wilson,Erin	Supervisory Contract and Loan	00020889	\$ 120,834.76	0100	Development Finance Div
34	O'Neal,Antilecia	Human Resources Specialist	00038715	\$ 119,977.00	0100	Office of the Director
35	Bekele,Tsegazeab	Deputy Chief of Staff	00038684	\$ 119,977.00	0100	Office of the Director

	Name	Title	Posn Nbr	Salary	Activity	Department Name
36	JOHNSON,DEVIN A	Attorney Advisor	00051360	\$ 119,977.00	0100	Office of the Director
37	Holla,Reshma	Supervisory Contract and Loan	00044666	\$ 119,689.86	0100	Development Finance Div
38	Merchant,Ernest Wilson	Economic Development Program S	00041017	\$ 118,670.00	0100	Residential & Community Servs
39	Wali,Washi J	PROJECT MGR	00003270	\$ 118,670.00	0100	Development Finance Div
40	Hillsman,Pamela	COMMUNITY DEV RESOURCE SPEC	00002556	\$ 118,670.00	0100	Office of the Director
41	Culbreth Akinkoye,Mary	COMPLIANCE SPEC LIHTC	00010969	\$ 118,670.00	0100	The Portfolio Management Divis
42	Keane,Keishon	Realty Project Manager	00044606	\$ 118,670.00	0100	Property Acquisition and Dispo
43	Woodson,Michael V	Realty Project Manager	00042955	\$ 118,670.00	0100	Property Acquisition and Dispo
44	Greer,Dorothy	Rental Property Program Spec	00045906	\$ 118,670.00	0100	Housing Regulation Administrat
45	Walker,Paul K	ARCHITECT	00003767	\$ 118,670.00	0100	Development Finance Div
46	Wilson,Reginald	BUDGET ANALYST	00034071	\$ 118,668.00	0100	Economic Devel & Reg STAFF
47	Gutierrez,Sonia	Fair Housing Prog Coord (Bil.)	00004298	\$ 117,883.18	0100	Office of Program Monitoring
48	Davis,Stephanie	Economic Development Program S	00041018	\$ 115,717.00	0100	Residential & Community Servs
49	Anderson,Keith A	Rental Property Program Spec	00046034	\$ 115,717.00	0100	Rental Accommodations Division
50	Harvey,Guyton P	HOUSING & DEV PROJECT MGR	00036897	\$ 112,764.00	0100	Development Finance Div
51	Hayden III,Robert A	Real Estate Delinquent Special	00041314	\$ 112,764.00	0100	The Portfolio Management Divis
52	Moore,Antoinette Nichole	Attorney Advisor	00013908	\$ 111,474.00	0100	Office of the Director
53	Smalls,Michael R.	Program Analyst	00021837	\$ 110,307.90	0100	Office of the Director
54	Davis,Edward D.	COMM SRVS PGM MGR	00013084	\$ 110,209.82	0100	Residential & Community Servs
55	Morrow,Kelly Ann	Grants Management Officer	00084829	\$ 110,000.00	0100	Office of Program Monitoring
56	Scallet,Anna E	HOUSING & DEV PROJECT MGR	00000225	\$ 109,811.00	0100	Development Finance Div
57	Edwards,Clyde D	Program Analyst	00078204	\$ 109,811.00	0100	Office of Program Monitoring
58	Butler-Truesdale,Tonya	Rental Property Program Spec	00045907	\$ 109,811.00	0100	Rental Accommodations Division
59	Brannum,Steven	HOUSING & DEV PROJECT MGR	00003060	\$ 109,811.00	0100	Development Finance Div
60	Luo,Yonghong	Strategic Program Spec	00020406	\$ 109,710.00	0100	Information Technology Unit
61	Johnson-Hare,Ashley	Supvy Housing Financial Anal.	00094087	\$ 109,140.00	0100	The Portfolio Management Divis
62	Gray,Sharon K	EXECUTIVE ASST	00008552	\$ 106,981.00	0100	Office of the Director
63	Richardson,Bruce W	COMPUTER SPECIALIST	00011811	\$ 106,981.00	0100	Information Technology Unit
64	Jones,Tiphanie	HOUSING & DEV PROJECT MGR	00020180	\$ 106,858.00	0100	Development Finance Div
65	Godwin,Patricia A	Compliance Specialist	00047081	\$ 106,858.00	0100	The Portfolio Management Divis
66	Powell,Johnette M	Program Analyst	00044605	\$ 106,858.00	0100	Office of Program Monitoring
67	Knackstedt,Joseph	HOUSING & DEV PROJECT MGR	00043113	\$ 106,858.00	0100	Development Finance Div
68	Wright,Kenneth Celester	Supervisory Housing Inspector	00094092	\$ 104,702.00	0100	The Portfolio Management Divis
69	George,Rodney D	Realty Project Manager	00045218	\$ 103,905.39	0100	Property Acquisition and Dispo
70	Mccrimmon,Constance	Compliance Specialist	00094088	\$ 103,905.00	0100	The Portfolio Management Divis
71	Sawyer,Karen E	Rental Conversion Specialist	00045847	\$ 103,905.00	0100	Rental Conversions and Sales D
72	Davis,Lashawn	INFO TECH SPEC	00043077	\$ 103,905.00	0100	Information Technology Unit

	Name	Title	Posn Nbr	Salary	Activity	Department Name
73	Bellegarde,Emmanuel A.	Economic Dev Program Spec	00000780	\$ 102,268.00	0100	Residential & Community Servs
74	Newkirk,Tamika	ECONOMIC DEV PGM SPEC	00011400	\$ 102,268.00	0100	Residential & Community Servs
75	Allen Jr.,James	CONTRACT SPECIALIST	00025280	\$ 102,268.00	0100	Office of Program Monitoring
76	Hall,Tilla Y	STAFF ASSISTANT	00005602	\$ 102,268.00	0100	Office of Program Monitoring
77	Marshall III,Ralph A	Environmental Compliance Spec	00043094	\$ 102,268.00	0100	Office of Program Monitoring
78	Pittman,Sharon E	CONTRACT SPECIALIST	00015784	\$ 102,268.00	0100	Office of Program Monitoring
79	Marshall,Calvin E	LOAN SPECIALIST	00008029	\$ 102,268.00	0100	Residential & Community Servs
80	Nunez,Moises DJ	Residential Rehabilitation Speci	00036659	\$ 102,268.00	0100	Residential & Community Servs
81	Gillis,Miranda Denae	HOUSING & DEV PGM SPEC	00017583	\$ 102,268.00	0100	Development Finance Div
82	Gordon,Jeanette	ACCOUNTANT	00013694	\$ 102,262.00	0100	Economic Devel & Reg STAFF
83	Barnett,Ivy N	Rental Conversion Specialist	00045703	\$ 100,952.00	0100	Rental Conversions and Sales D
84	Small,Leonard Jason	Rental Conversion Specialist	00045714	\$ 100,952.00	0100	Rental Conversions and Sales D

DHCD ALL Overtime Earners FY18

ALL Overtime Earners FY18

Name	Hours	Amount
Edwards, Clyde	62	\$ 3,325.20
George, Rodney	24	\$ 1,117.75
Ervin, Constance	20.5	\$ 1,409.26
Mccrimmon, Constance	24	\$ 1,151.37
Johnson, Mozella Boyd	16	\$ 845.12
Mckeever, Christine	11	\$ 347.50
Hayden, Robert	4	\$ 301.51

DHCD ALL Overtime Earners FY19

ALL Overtime Earners FY19

Name	Hours	Amount
Barlow, Suubi	16	\$ 776.82
Keane, Keishon	4	\$ 342.32
Henderson, Robin	2	\$ 73.27

COLLECTIVE BARGAINING WORKING CONDITIONS AGREEMENT

BETWEEN

**AMERICAN FEDERATION OF GOVERNMENT
EMPLOYEES, LOCAL 1403,
AFL-CIO,**

AND

THE DISTRICT OF COLUMBIA,

AND

**THE OFFICE OF THE ATTORNEY GENERAL,
THE GOVERNMENT OF THE
DISTRICT OF COLUMBIA**

EFFECTIVE OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2020

TABLE OF CONTENTS

ARTICLE		PAGE
1	Recognition	4
2	Labor/Management Relations	4
3	Administration of Leave	6
4	Alternative Work Schedule	7
5	Employee Assistance Program	9
6	Union Stewards/Official Time	9
7	Union Use of Employer Facilities and Services	14
8	Personnel Files	16
9	Job Descriptions	16
10	Late Arrival/Early Dismissal	17
11	Strikes and Lockouts	17
12	Contracting Out/Privatization	18
13	Union Rights and Security	18
14	Term Employees	20
15	Discrimination	21
16	Safety & Health	23
17	Informational Reports on Employees	25
18	Fitness for Duty	25
19	Requests for Information	25
20	Employee Use of Information Technology	25
21	Training	27

21	Training	27
22	Employee Rights	27
23	Sabbatical/Extended Leave	29
24	Reassignments, Promotions, Details	30
25	Timely Receipt of Correct Pay and Expense Reimbursements	31
26	General Provisions	32
27	Computation of Time	33
28	Grievance and Arbitration Procedures	33
29	Discipline and Discharge	37
30	Savings Clause	39
31	Incorporation of Compensation Agreement Terms	39
32	Duration and Finality	40

ARTICLE 1 RECOGNITION

Section 1 – Recognition:

- A. The American Federation of Government Employees, (AFGE) Local 1403 (Union) is recognized as the sole and exclusive collective bargaining representative of employees in the bargaining unit as defined in Section 2 of this Article.
- B. As the sole and exclusive representative, the Union is entitled to act for and to negotiate collective bargaining agreements (CBA) on behalf of all employees in the bargaining unit. The Union shall represent the interests of all employees in the bargaining unit without discrimination as to membership.
- C. The Employer shall give the Union an opportunity to be present at any formal meeting between the Employer and one or more employee(s) in the bargaining unit concerning any grievance or general condition of employment of the employee(s) in the bargaining unit. A “formal meeting” refers to any meeting between an employee and any individual in his or her supervisory chain of control that includes at least one (1) other management official or supervisor and at least one (1) Union representative.

Section 2 – Coverage:

- A. All Series 905 attorneys employed by the Office of the Attorney General for the District of Columbia (“OAG”), and all attorneys employed by an agency of the District of Columbia Government which is subordinate to the Mayor (“Agency Counsel Office” collectively with OAG referred to herein as “Employer”), except employees excluded under D.C. Official Code § 1-617.09(b). PERB Case No. 01-RC-03; Certification No. 121; PERB Case No. 01014-RC-0301, Certification No. 121, 133 (April 19, 2005).
- B. AFGE Local 1403 is recognized as the sole and exclusive bargaining representative for the bargaining units set forth in PERB Certification No. 121 and PERB Certification No. 133.

ARTICLE 2 LABOR-MANAGEMENT RELATIONS

Section 1-A - Composition and Function of the OAG Labor-Management Committee:

- A. The Union and the OAG shall continue the existing OAG Labor-Management Committee (LMC) that will consist of an agreed upon number of Union and OAG representatives.
- B. The purpose of the OAG LMC, which shall meet monthly unless canceled in advance by the chairs, is to provide a forum for the exchange of views on working conditions, terms of employment, risk assessment, matters of common interest or other matters, which either party believes will contribute to improvement in the relations between the Union and the Employer within the framework of this Agreement.

C. Performance evaluation appeals, grievances and disciplinary matters shall not be the subject of discussions at these meetings, nor shall the meeting be for any other purpose, which would modify, add to or detract from the provisions of this Agreement. The Committee shall adopt rules for meetings including rules for notices, agendas, times and locations.

Section 1-B - Composition and Function of the MOLC Labor-Management Committee:

- A. The Union and the Mayor's Office of Legal Counsel (MOLC) shall establish a Labor-Management Committee (LMC) that will consist of an agreed upon number of Union and MOLC representatives.
- B. The purpose of the MOLC LMC, which shall meet quarterly, is to provide a forum for the exchange of views on working conditions, terms of employment, risk assessment, matters of common interest or other matters, which either party believes will contribute to improvement in the relations between the Union and the Mayor within the framework of this Agreement.
- C. Performance evaluation appeals, grievances and disciplinary matters shall not be the subject of discussions at these meetings, nor shall the meeting be for any other purpose, which would modify, add to or detract from the provisions of this Agreement. The Committee shall adopt rules for meetings including rules for notices, agendas, times and locations.

Section 2 – Subcommittees:

The parties may mutually agree to establish subcommittees of the LMCs to study problems and conditions.

Section 3 – Union's Right to Request Impact and Effects Bargaining:

Nothing herein shall be construed to limit the Union's right to request impact and effects bargaining over any proposed organizational changes.

Section 5 - Labor-Management Meetings:

- A. In mutual recognition of the parties' joint desire to discuss and resolve matters of concern at the lowest possible level, the Union steward and first-level supervisor, should meet periodically for the purpose of meaningful consultation and communication on the problems and policies of the organization in their working unit, and if appropriate, the steward may meet with supervisors of a higher level. Such meetings between supervisors and stewards shall be on duty time, shall be brief, and shall cover matters of concern between them and appropriate to their relationship.
- B. Appropriate representatives from the Union and Employer shall meet at either party's request to discuss problems concerning the implementation of this Agreement. Each party shall furnish the other with an itemized agenda setting forth the topics of discussion one (1) day before the meeting,

unless otherwise agreed. The parties further agree that items not on the agenda may be raised for discussion, if agreed to by the parties at the meeting.

Section 6 - Organizational Changes:

A. The parties agree that changes to the functions and structure (except changes involving a particular individual as to personnel/supervisory appointments or transfers or space relocations) of the Employer, are a proper matter for consideration by the Labor-Management Committee or relevant subcommittee. The Employer may, in its discretion, solicit the views of the Union on any proposed organizational change at any time, but agrees that it shall provide to the Union President a copy of the final draft of organizational changes that will impact Bargaining Unit Employees. The Union President or his/her designee may request a meeting concerning the proposed changes and the Attorney General and/or the Mayor, as appropriate, or their designees, shall honor any such request. Following these consultations, the Union will be provided a copy of the final plan that has been approved by appropriate officials. If any changes to the plan are made thereafter, the Union shall be provided a copy of such changes.

Section 7 – Risk Assessment:

B. The Union may make recommendations to the Attorney General and/or the Mayor, as appropriate, concerning risk management issues for District legal service employees. The Attorney General and/or the Mayor, as appropriate, or their designees will respond to risk management recommendations within a reasonable period of time after receipt, but in no event later than six months following the transmittal of a written recommendation from the LMC to the Attorney General and/or the Mayor, as appropriate.

**ARTICLE 3
ADMINISTRATION OF LEAVE**

Except as otherwise provided in this Agreement or the corresponding Compensation Agreement, the parties shall adhere to all applicable law and District government rules and regulations in the administration of leave. Annual leave must be requested reasonably in advance except in an emergency (unanticipated event). Employer's decision to grant or deny annual leave shall be made within 72 hours of the request, excluding Saturdays, Sundays, holidays, and any other day that the District government is closed and will be based solely on mission (including coverage) requirements. Except in emergency situations, the Employer shall not consider the reason for the annual leave request in making the leave determination. If requested by the employee, the supervisor shall discuss the reason for the denial of any request, and discuss when the employee will be able to take the requested leave. Requests for annual leave shall be approved when possible.

**ARTICLE 4
ALTERNATIVE WORK SCHEDULES**

Section 1 – Definitions:

A. Except as provided in this Article, the professional workday for full-time employees shall consist of eight (8) hours of work within a 24-hour period. The normal hours of work shall be consecutive except that they may be interrupted by a lunch period.

B. Professional Workweek:

Attorneys work a professional work week on a salaried basis consisting of a minimum of forty (40) hours. The normal workweek for full-time attorneys shall consist of five (5) consecutive days, at least eight (8) hours of work, Monday through Friday. Management may vary the workweek of attorneys in order to meet work load requirements or emergency situations and must provide the employees with at least a two (2) day advance notice, if possible. Attorneys are exempt from the overtime restrictions under the Fair Labor Standards Act. However, in the event an employee is asked to work more than 8 hours per day or 40 hours per week, management will attempt to give as much notice as possible and reasonably consider any request for compensatory time covered elsewhere in this agreement.

Section 2 Fair Labor Standards Act:

Attorneys are excluded from the overtime provisions of the Fair Labor Standards Act (FLSA) and no overtime pay or compensatory time is authorized for work performed unless authorized elsewhere in this Agreement.

Section 3 Flexible/Alternative Work Schedules:

Employer shall maintain, to the extent already in effect, or establish at least the following three Alternative Work Schedules (AWS) for covered employees: (1) a Flexible Work Schedule, (2) a Compressed Work Schedule, and (3) a Flexiplace/Telecommuting Schedule, including Ad Hoc Telecommuting. AWS may be combined, except that a Compressed Work Schedule may only be combined with Ad Hoc Telecommuting. The existing AWS policies of all agencies are hereby incorporated by reference into this Agreement provided that they include the three AWS described in this Section. In the event that any agency does not currently have an AWS policy that includes the three AWS described in this Section, the OAG Office Order # 2015-03 shall apply until such time as the agency establishes its policy. The normal work hours shall be adjusted, consistent with a supervisor's discretion set forth in the applicable Office Order or other governing policy, rule, regulation or law to allow for AWS schedules, with appropriate adjustments in affected leave. In deciding whether to grant an employee's request to use an alternative work schedule, the employee's supervisor shall consider, but is not limited to the following factors:

- A. The demands of the requesting individual's work;
- B. The need to maintain adequate staffing to handle unanticipated matters or cover

matters that are handled by the Office, Unit, Section, or Division, even if that assignment is not assigned to the requesting employee;

- (1) The needs of the work unit, including the need to ensure sufficient staffing levels during core hours and availability of office staff or government officials;
- (2) Whether granting an AWS request results in the denial of annual or sick leave to other members of the Office, Unit, Section, or Division;
- (3) The past performance of the requesting individual;
- (4) Equitable sharing of Office functions;
 - a. Whether work assignments can be performed effectively and efficiently by an employee on the type of AWS being requested;
 - b. Whether the requested AWS places an undue burden on others covered by this Office Order within a particular Unit, Section, or Division; and
 - c. Any other factor that may affect the quality or quantity of work accomplished by the Office, Unit, Section or Division.

Such schedules maybe appropriate where:

1. It is cost effective;
2. It increases employee morale and productivity; or
3. It better serves the needs of the public.

The Union shall be given advance notice when flexible/alternative work schedules are proposed and shall be given the opportunity to consult. A flexible/alternative work schedule shall not affect the existing leave system. Leave will continue to be earned at the same number of hours per pay period as for employees on five (5) day, forty (40) hour schedules and will be charged on an hour-by-hour basis.

Section 4 Flexiplace/Telecommuting:

Supervisors may permit employees to use flexiplace/telecommuting plans. Employees participating in flexiplace/telecommuting plans must be accessible and available during their entire tour of duty and for recall to physically appear in the office. Employees should make every effort to report as soon as possible, generally within 2 hours. Employees are solely responsible for completing assigned work after appropriate management review and shall comply with management's requirements with regard to advance review of drafts prior to a final deadline.

Section 5 Supervisor's Authority:

An attorney's request for AWS shall not be unreasonably denied. An immediate supervisor must provide written justification for the denial of an AWS request. An attorney may seek review of the denial of an alternative work schedule to the manager of his/her immediate supervisor. OAG employees may appeal a manager's denial of his/her AWS request to the Attorney General. Agency employees may appeal a manager's denial of his/her AWS request to the Director of the MOLC. A supervisor may require AWS participants to provide additional information about conformance with their approved tours, such as the use of sign-in sheets, or other time accountability systems or methods.

Section 6 Impact and Effect Bargaining:

The Attorney General shall not change its existing AWS Office Order # 2015-03 without advance notice to the union and an opportunity to engage in impact and effects bargaining. Agencies shall not implement an alternate work schedule policy without advance notice to the union, an opportunity to engage in impact and effects bargaining and an opportunity to make substantive suggestions to any AWS policy before the policy's effective date.

**ARTICLE 5
EMPLOYEE ASSISTANCE PROGRAM**

Section 1 – General:

The parties recognize that alcoholism, drug abuse, and emotional and mental illness are health problems that may affect job performance. To this end, the Employer will, at least annually, make employees aware of the District's Employee Assistance Program (DPM Chapter 20B, Section 2050, EAP) and available services provided under it. The provisions of the DPM govern except as provided below.

Section 2 - Use of Sick Leave:

Employees undergoing a prescribed program of treatment for alcoholism, drug abuse, emotional illness, or mental illness will be allowed to use available sick leave for this purpose on the same basis as any other illness with appropriate documentation of attendance.

**ARTICLE 6
UNION STEWARDS/OFFICAL TIME**

Section 1 - Number of Stewards:

A. The Union may designate, other than the Chief Steward, no more than five (5) stewards, or one (1) steward for every fifty (50) bargaining unit employees, whichever is greater.

B. The Union will endeavor, whenever possible, to limit the number of Union Representatives working in the same division, to a number that will not cause a significant work disruption in that work unit.

Section 2 - Designation of Representatives:

A. Union Officers, Stewards and Other Representatives

1. Union Officers and Stewards: The Union agrees to provide the Employer and the Office of Labor Relations and Collective Bargaining (OLRCB) with a written list of its officers and stewards within two (2) workdays after the date this Agreement is executed and within five (5) working days after each general election.
2. Other Representatives: The Union will also notify the Employer and OLRCB, in writing, of other Union representatives who may request official time, along with a description of their individual Union assignments.

B. Changes in the list will be submitted to the Employer's designated official(s) at least two (2) workdays prior to the assumption of representational responsibilities by any new officers, stewards or other representatives. If a Union official is not on the list of designated representatives and is needed prior to the two (2) days notice, the Union President shall notify the Employer's designated official(s) by phone and/or e-mail before the official will be recognized. The Employer shall recognize any Union official designated pursuant to this section.

C. The Employer will not recognize any Union official or representative who is not listed as required or for whom notification was not provided in accordance with this section.

D. Except where explicitly provided, this Agreement shall not be interpreted in any manner that interferes with the Union's right to designate representatives of its own choosing on any particular representational matter.

E. The Union will be notified prior to any change in tours of duty of duly appointed Stewards. The Union shall also be notified prior to the organization of tours of duty that would affect the members of the unit.

F. Employer recognizes that the Union may designate employee members, selected or appointed to a Union office or delegated to a Union function and agrees that, upon request, the employee may be granted annual leave or leave without pay for the period of time required to be away from his/her job. Such requests will be submitted as far in advance as possible, but not less than one (1) working day prior to the day the leave is to begin in the event the leave request is eight (8) hours or less, or five (5) working days in advance, in the event the leave request exceeds eight (8) hours. The Union shall be notified of a disapproval of leave in writing together with the Employer's justification. Leave contemplated under this article shall not be denied except for good cause.

Section 3 - Performance Appraisals:

A. No Union representative will be disadvantaged in the assessment of his/her performance based on his/her participation in Union activities and/or use of official time to conduct labor-management business authorized by this Agreement. However, performance problems unrelated to participation in Union activities and/or the use of official time may be addressed in accordance with other relevant provisions of this Agreement.

B. At the beginning of the rating year or when the Union representative is initially appointed, workload and performance expectations will be established that consider the actual use of official time and the impact on performance of the duties of the employee's position. Additionally, the designated supervisor and the Union representative will meet at least quarterly to discuss needed adjustments to workload and representational needs.

Section 4 - Official Time for Representational Activity:

A. Pursuant to the statutory right and responsibility of the Union to represent bargaining unit employees, representatives of the Union will be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions in accordance with the provisions of this Article as follows. The Union President will be assigned a caseload equal to no greater than 50% of the average caseload of an attorney with his or her grade level and experience in the Division which employs the Union President. The Union Vice President # 1 will be assigned a caseload equal to no greater than 80% of the average caseload of an attorney with his/her grade level and experience in the Division which employs the Union Vice President #1. The Union Vice President # 2 will be assigned a caseload equal to no greater than 85% of the average caseload of an attorney with his/her grade level and experience in the office which employs the Union Vice President #2. The Union represents that Union Vice President # 1 will primarily represent OAG employees and Union Vice President # 2 will primarily represent employees in subordinate agencies. No other Union members or officer will be assigned a reduced caseload. However, other Union members or officers shall be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions as needed, including necessary travel time. Employer will not be required to grant or approve official time for any Union shop steward, officer or other representative who has not complied with the Employer notification requirements of Section 2 of this Article.

B. For the purpose of this Article, "representational functions" means those authorized activities undertaken by employees on behalf of other employees or the Union pursuant to representational rights under the terms of this Agreement and District of Columbia law. Examples of activities for which reasonable amounts of official time will be authorized include:

- (1) collective bargaining negotiations;
- (2) discussions with Employer representatives concerning personnel policies, practices, and matters affecting working conditions;
- (3) any proceeding in which the Union is representing an employee or the Union pursuant to its obligations under this Agreement;

- (4) grievance meetings and arbitration hearings;
- (5) a disciplinary or adverse action oral reply meeting, if the Union is designated as representative of the employee;
- (6) any meetings for the purpose of presenting replies to the proposed termination of probationers, if the Union is designated as representative of the employee;
- (7) any meeting for the purpose of presenting reconsideration replies in connection with the denial of within-grade increases, if the Union is designated as representative of the employee;
- (8) attendance at an examination of an employee who reasonably believes he or she may be the subject of a disciplinary or adverse action;
- (9) informal consultation meetings between the Employer and the Union;
- (10) conferring with affected employees about matters for which remedial relief is available under the terms of this Agreement;
- (11) attendance at meetings of committees on which Union representatives are authorized members by the Employer or this Agreement;
- (12) attendance at labor-management committee meetings or other joint labor-management cooperative efforts;
- (13) attendance at Employer recognized or sponsored activities to which the Union has been invited;
- (14) attendance at public hearings of the District of Columbia City Council or other legislative/administrative bodies of the District or federal government relating to matters that affect either the Employer or labor relations/labor matters in the District of Columbia that impact or may impact the Union;
- (15) necessary travel to any of the activities listed above;
- (16) training related to the representational functions of Union officials and stewards which the parties agree is to their mutual benefit and for which management is given notice and provided with an agenda and course description; and
- (17) new employee orientation meetings.

C. Official time shall not include time spent on internal Union business, including, but not limited to:

- (1) Attending Local, Regional, or National Union meetings;
- (2) Soliciting members;
- (3) Collecting dues;

- (4) Posting notices of Union meetings; administering elections;
- (5) Preparing and distributing internal Union newsletters or other such internal documents; and,
- (6) Internal Union strategy sessions, except for representational functions.

Section 5 - Requesting Official Time:

A. All use of official time by any Union officer, official, steward or other representative must be recorded on the Employer-approved Official Time Report Form and submitted on a monthly basis to Employer's designee.

B. Official time for Union representatives should be requested on the approved "Official Time Report" form. The Union representative will request authorization for official time from his or her supervisor in advance and as is consistent with workload requirements except when circumstances do not allow for advance approval (e.g., unscheduled meetings called by management where the Union's attendance is requested; or representation of employees in investigatory interviews; or circumstances where the employee might be subject to discipline). Failure to properly request and obtain approval of official time may result in disciplinary action depending on the circumstances.

C. All advance requests for official time are understood to be estimates.

D. If a request for official time is denied, the manager or supervisor refusing such permission shall give the reasons for refusal in writing to the individual who was so denied, if the individual involved makes such a request.

E. Employee Union representatives, except the Union President, in light of his 50% reduced caseload, Vice President #1, in light of his or her 20% reduced caseload, and Vice President #2, in light of his or her 15% reduced caseload, will complete the "Official Time Report" form (attached to this Agreement as Exhibit "A") provided by the Employer to accurately depict the actual official time used in a timely manner each pay period.

F. Management shall not prevent Union representatives from representing employees at reasonable times consistent with the provisions of this Agreement. The Union and employees recognize that workload and scheduling considerations will not always allow for the immediate release of employees from their assignments. However, the Employer agrees that such permission for release shall not be unreasonably delayed or denied. Workload needs will be balanced with official time needs prior to approval based on the following standard: official time requests shall be granted unless they hinder the accomplishment of essential workload requirements that cannot otherwise be accommodated.

G. All affected employees (e.g., grievants, representatives, witnesses, and appellants) whose presence has been determined to be necessary, by either the Union or the Employer, as the case may be, at relevant proceedings (including hearings, meetings, arbitrations, oral replies, or other labor-management business) will receive necessary official/duty time to participate in and travel to and from the proceedings.

Section 6:

A. The parties agree that Union officials and stewards are entitled to take a reasonable amount of official time and the officials and stewards requesting/using official time shall be treated with civility and shall not be discriminated against because they participate in Union activities and/or take official time. Likewise, Union officials and stewards shall treat supervisors with civility in regard to their supervisors need to have information about the amount and type of official time being requested so that the supervisor can effectively manage their personnel and allotted workload. The parties agree that there is a need for flexibility to enable managers to effectuate the mission of the government and, at the same time, to enable Union officials and stewards of the bargaining unit to take care of Union business expeditiously.

B. In cases of alleged abuse of official time by the Union, or alleged improper restriction of official time or discrimination by the Employer, the parties shall endeavor to resolve the matter at the lowest possible level. If efforts to resolve the matter between the first line supervisor and the Union official or representative fail, then the party alleging the abuse or improper restriction shall bring the matter to the attention of the appropriate management and Union representatives. If the matter is not resolved then either party may seek assistance from the D.C. Office of Labor Relations and Collective Bargaining.

Section 7:

The parties shall conduct separate training concerning use of official time for members and managers and supervisors.

**ARTICLE 7
UNION USE OF EMPLOYER FACILITIES AND SERVICES**

Section 1:

Upon request, the Union may have access to meeting space by following established Employer procedures. Except as provided elsewhere in this Agreement, the Union shall attempt to hold meetings during the non-work time of employees attending the meetings. The Union will be responsible for maintaining decorum at meetings on the Employer's premises and for restoring the space to the same condition to which it existed prior to the meetings.

Section 2:

Employer manpower, office space, and supplies, except as otherwise provided in this Agreement, shall not be used in support of internal Union business.

Section 3:

The Employer may provide appropriate office space with a locking door for the Union. Assigned Union office space will remain in use unless or until the Employer needs the use of the assigned space. In this event, management will notify the Union sixty (60) days in advance. Other approximately equivalent or mutually agreeable space will be made available at least

fifteen (15) business days prior to the time the Union is required to vacate the present office.

Section 4:

The Employer will make available to the Union at a minimum two (2) locking file cabinets, one (1) desk, and three (3) chairs.

Section 5:

The Union shall limit its posting of notices and bulletins to Union-designated bulletin boards, and each such posting shall be authorized and initialed by a Union officer or steward. A courtesy copy of all materials to be posted pursuant to this article will be provided to the Attorney General and/or Mayor, as appropriate, or their designees at the time of posting. Each bulletin board shall have the following notice posted in a prominent place:

This bulletin board is for the exclusive use of AFGE Local 1403 and its membership. Matters posted on the board are not intended to reflect the official views of the DC Government or the Employer unless issued by them.

Section 6:

The contents of the notices posted on the bulletin board shall be at the discretion of the Union, except that the Attorney General and/or Mayor, as appropriate, or their designees may request the removal of language or material that it believes is defamatory or discriminatory. With notice to the Union, Employer may remove language or material that is defamatory or discriminatory.

Section 7:

Union officers and representatives, and other unit members who serve in any capacity on behalf of the Union, may use their regular workstations including telephones, computers, and e-mails to communicate with bargaining unit employees in connection with their representational functions; provided however, such activity shall not interfere with the effective operation of the Government's business. Employer shall not monitor Union telephone or email activity or content related to representational functions. All communication regarding terms and conditions of employment shall be in accordance with the Code of Conduct applicable to District Government employees as defined in the Government Ethics Act (D.C. Law 19-124, D.C. Official Code § 1-1161.01 *et seq.*). Communications, including broadcast emails, will not contain statements that reflect on or attack the integrity or motives of individuals, the Office of the Attorney General, the Mayor, or other agencies of the District Government. Communications will clearly identify the Union official responsible for its content.

**ARTICLE 8
PERSONNEL FILES**

Section 1 - Official Files – Definition and Right to Examine:

Employees and/or their authorized representatives shall be permitted to examine all contents of the employee's personnel files, including without limitation the Official Personnel File ("OPF"), whether maintained by the Employer, DCHR or elsewhere, upon request.

Section 2 - Right to Respond:

Each Employee shall have the right to answer any material filed in his/her personnel files and his/her answer shall be attached to the material to which it relates. Unless prohibited by law or regulation, in the case of complaints made orally that are reduced to writing and placed in an personnel file, Employees shall be informed of the person making the complaint; the substance of the complaint, and the date the complaint was made and may respond as provided for in this section.

Section 3 - Right to Copy:

An employee and/or their authorized representatives will be permitted to copy any material in all personnel files, including without limitation the OPF, for that employee maintained by the Employer.

Section 4 - Access by Union:

Upon presentation of written authorization by an employee, the Union representative may examine all of the employee's personnel files, including without limitation the OPF, and obtain copies of the material free of charge.

Section 5 – Employee to Receive Copies:

As consistent with applicable law, the employee shall receive a copy of all material placed in his/her OPF and all personnel related materials, including electronic data, upon request.

**ARTICLE 9
JOB DESCRIPTIONS**

Each employee within the unit shall receive a copy of his/her current job description upon request. When an employee's job description is changed, the employee and the Union shall be provided a copy of the new job description. When there is a material change in job duties, the employee shall be given advance notice of the change.

**ARTICLE 10
LATE ARRIVAL/EARLY DISMISSAL**

Section 1 -- Late Arrival:

Employees shall be permitted to arrive late at work without charge to leave during inclement weather or during other extraordinary circumstances where the District government has authorized a late arrival for all non-essential employees, consistent with the authorization. All employees shall be considered non-essential for purposes of this Article unless they have been previously notified of their essential status.

Section 2 -- Early Dismissal:

A. Whenever the Attorney General, the Mayor, designated agency head, or an authorized official authorizes the early dismissal of District government employees, all employees (except those who have been designated in advance as essential employees consistent with the applicable laws and regulations and those who have been notified by their supervisor that because of specific pressing work requirements that they may not leave work early) shall be permitted to leave their duty stations consistent with the early dismissal authorization. The Attorney General and/or Mayor (or their designees) shall make every reasonable effort to ensure that employees are notified timely of the early dismissal or other leave policy during extraordinary circumstances. In addition, managers and supervisors shall make every reasonable attempt to ensure that employees who they manage or supervise are notified of the early dismissal authorization.

B. Notice shall be provided to employees whose work assignments do not permit them to leave work early regardless of the general early release authorization.

Section 3 -- Employees on leave during the late arrival/early dismissal period:

An employee who previously requested and was granted leave during the authorized late arrival and/or early dismissal hours shall not be charged leave for the period requested that coincides with the authorized late arrival and/or early dismissal hours.

**ARTICLE 11
STRIKES AND LOCKOUTS**

In accordance with applicable law, it shall be unlawful for any District Government employee or the Union to authorize, ratify or participate in a strike against the District. The term strike as used herein means any unauthorized concerted work stoppage or slowdown. No lockout of employees shall be instituted by the Employer during the term of this Agreement except that the Employer in a strike situation retains the right to close down any facilities to provide for the safety of employees, equipment or the public.

ARTICLE 12
CONTRACTING OUT/PRIVATIZATION

Employer recognizes the Union's desire to retain all work regularly performed for the Employer, and the Union recognizes the Employer's need to maintain an efficient workplace; therefore, Employer will use its best efforts to continue to use bargaining unit employees and not subcontract work that has been traditionally and regularly performed by its employees. Decisions regarding contracting out are areas of discretion of the Employer. The impact and implementation of contracting out upon bargaining unit employees is a mandatory subject of bargaining. The Employer must notify the Union at least thirty (30) days in advance of any contracting out actions. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's position and give reasons in writing to the Union for any contracting out action. The Employer shall consult with the Union to determine if the needs of the Government may be met by means other than contracting out work traditionally performed by bargaining unit employees. The Employer shall minimize displacement actions by reassigning or retraining affected employees in order to retain bargaining unit employees consistent with available budget and applicable laws and regulations.

ARTICLE 13
UNION RIGHTS AND SECURITY

Section 1 – Exclusive Agent:

The Union shall be the exclusive collective bargaining representative of bargaining unit employees.

Section 2 – Access to Employees:

Representatives of the Union shall have access to individual employees, either new or rehired, in its bargaining unit to explain Union membership, services and programs. Such access shall be voluntary for new and rehired employees and shall occur during the formal orientation session. The Union shall have the opportunity to provide a fifteen (15) minute presentation as a part of the orientation programs for the Employer.

Section 3 – Dues Check Off:

Pursuant to D.C. Official Code § 1-617.07 (2012 Rcpl.), the Employer shall deduct dues from the bi-weekly salaries of those employees who authorize the deduction of said dues. The Union shall be solely responsible for notifying employees, prior to obtaining their authorization, that they have certain constitutional rights under *Chicago Teachers Union Local No. 1 v. Hudson*, 475 U.S. 292 (1986) and related cases. The employee must complete and sign an authorized dues deduction form to authorize the withholding. Employer will promptly process dues deduction forms.

Section 4 – Annual Notification of Annual Dues Amount:

The amount to be deducted shall be certified to the Office of Labor Relations and Collective Bargaining (OLRCB) annually in writing by the appropriate official of the Union. The employee's authorization shall be forwarded to the OLRCB. It is the responsibility of the employee and the Union to bring errors or changes in status to the attention of the Employer. Corrections or changes shall be made at the earliest opportunity after notification is received but in no case will changes be made retroactively, unless the Employer fails to deduct dues due to the Employer's action or inaction. This provision shall supersede any other dues deduction agreement in effect prior to the effective date of this Agreement.

Section 5 – Service Fees:

In keeping with the principle that employees who benefit by the Agreement should share in the cost of its administration, the Union shall require that employees who do not pay Union dues to pay an amount (not to exceed Union dues) that represents the cost of negotiation and/or representation. Such service fee deductions shall be allowed when the Union presents evidence that at least fifty-one percent (51%) of the employees in the unit are members of the Union.

Section 6 – Cost of Processing:

Union dues and/or service fees shall be transmitted to the Union, minus a fee of \$.15 per deduction (dues or service fee) per pay period, payable to the OLRCB or the Office of the Attorney General, as the case may be, for the administrative expenses associated with the collection of said dues pursuant to executed dues check off authorizations.

Section 7 – Hold Harmless:

The Union shall indemnify, defend and hold the Employer harmless against any and all claims, demands and other forms of liability that may arise from the operation of this Article. In any case in which a judgment is entered against the Employer as a result of the deduction of dues or other fees, the amount held to be improperly deducted from an employee's pay and actually transferred to the Union by the Employer shall be returned to the Employer or conveyed by the Union to the employee(s) as appropriate.

Section 8:

Payment of dues or service fees shall not be a condition of employment.

Section 9:

When a service fee is not in effect, the Union may require that an employee who does not pay dues or service fees to pay reasonable costs incurred by the Union in representing such employee in grievances, adverse actions or appeal proceedings within the provisions of the CMPA, provided the Union gives advance notice of said costs to the employee.

Section 10:

The terms and conditions of this Agreement shall apply to all employees in the bargaining unit without regard to Union membership.

**ARTICLE 14
TERM EMPLOYEES**

Section 1:

A. Term employees in the bargaining unit shall be given not less than two (2) pay periods notice of the termination of their appointment.

B. Term bargaining unit employees shall be fully informed in their offer letter prior to their entrance on duty that the offer of employment is a term position. Term employees shall be provided a copy of their official position description.

C. To the extent not inconsistent with District or Federal law and regulations, the Employer shall use its best efforts, to convert term bargaining unit employees ("NTE employees") to permanent ("FTE") status by the end of each fiscal year if (1) the employee is in a pay status on September 30, 2017, and at the start of each successive fiscal year; (2) Council appropriates sufficient funding that may be utilized for the conversion of attorney term employment into permanent employment; (3) the employee performs services for which the Employer has a continuous need; and (4) the employee has both served for at least one year and performed at a meets expectations level, or the equivalent, for the most recent evaluation rating period. If a term employee is separated by management for any reason, other than project termination or budgetary reasons, and management previously extended the employee's term for 13 months, so that the employee is separated at the end of his or her second term, the employee shall have an opportunity to challenge his or her separation to the same extent as permanent unit employees.

D. By December 1st of each year, Employer must provide the Union with the names of all unit term employees, the reason why their positions are term positions, and the names of all unit employees who have been converted to FTE status.

Section 2 – Priority Conversion of NTE Employees to FTE Status:

When management determines to fill a FTE vacancy in a legal services section, the most senior qualified NTE employee with substantially similar, or greater, experience to the vacant position in that section, providing that the employee has a satisfactory performance appraisal and more than 24 months continuous employment, must be offered the FTE position.

ARTICLE 15 DISCRIMINATION

Section 1 – General Provisions:

A. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code 2-1401 et seq. (2012 Repl.), the Employer shall not discriminate against any Employee because of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, disability, gender identity or expression or genetic information.

B. Employer and the Union agree to cooperate to provide equal opportunity for employment and promotion to all qualified persons, to cooperate in ending discrimination, and to promote the full realization of equal employment opportunity through a positive and continuing effort. To this end, EEO concerns may be filed with OAG's or the Mayor's EEO Director, as applicable and in accordance with OAG's Equal Employment Opportunity Office Order currently in effect, as amended, or any substantively similar Mayoral policy or directive, respectively and as the case may be. . At the request of either the Union or Employer, the appropriate EEO Director shall consider any employment practice or policy that allegedly has an adverse impact on members of any protected group.

Section 2 - Equal Employment Practices:

The Employer shall continue implementation of any applicable Equal Employment Opportunity Policy and any applicable Affirmative Action Plan in accordance with existing law on affirmative action. The respective Affirmative Action Plans will be developed in accordance with Federal and D.C. Office of Human Rights guidelines. The Union may provide nonbinding input on the development of the Affirmative Action Plans through OAG's or the Mayor's EEO Director, as applicable. The Employer shall provide the Union a copy of the Affirmative Action Plans, when developed by the Employer.

Section 3 – Sexual Harassment:

A. All Employees must be allowed to work in an environment free from sexual harassment. Therefore, the Union and Employer agree to identify and work to eliminate such occurrences in accordance with any applicable District sexual harassment policy as amended or any subsequent policy developed.

B. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Section 4 – Union Activity:

The Employer shall not in any way discriminate against any employee because of his/her membership or affiliation in or with the Union or service in any capacity on behalf of the Union. Each employee has the right, freely and without fear of penalty or reprisal:

- A. To form, join and assist in labor organization or to refrain from this activity;
- B. To engage in collective bargaining concerning terms and conditions of employment, as may be appropriate under the law, rules and regulations through a duly designated representative; and
- C. To be protected in the exercise of these rights.

Section 5 – Discrimination Charges and Election:

A. An employee may raise a complaint of discrimination under applicable law (to the Mayor's or OAG's EEO Director through the administrative complaint process, the Office of Human Rights, the Equal Employment Opportunity Commission, local or federal courts). In consideration for the benefits of arbitration, each employee must sign the attached waiver acknowledging voluntary waiver of his/her federal statutory rights, including his/her rights under Title VII as a condition precedent to submission of his/her discrimination complaint to the grievance process. If an employee elects not to voluntarily waive his/her rights, the employee cannot submit his/her discrimination claim through the grievance process. Grievances must be filed within thirty (30) days of the date that the employee knew or should have known of the conduct being grieved. An employee shall be deemed to have exercised this option when the matter that gives rise to the allegation of discrimination is made the subject of a timely filed grievance or an informal EEO complaint, whichever event (filing) occurs first.

B. The Union and Employer shall agree on a panel of arbitrators who shall have at least five years of experience in employment discrimination law to hear such grievances at the arbitration level of review.

C. A party may appeal an arbitrator's award to the Public Employee Relations Board (PERB). If PERB fails to either exercise jurisdiction or fails to take any step to move the matter forward within 180 days, the complainant shall remove and file the matter with D.C. Office of Human Rights for *de novo* review.

D. A complainant has the right to be accompanied, represented, and advised by a representative of her/his choosing at any stage of the complaint process, except where there is a conflict of interest or position. No party (including the Employee or the Union) is entitled to attorney fees or costs at any level of review for any grievance filed under this Article.

E. The Employer shall notify the Union of all remedial or corrective actions that impact on bargaining unit employees to be taken as the result of informal or formal resolution of EEO complaints.

FORM TO BE COMPLETED BY EMPLOYEES WHO DECIDE TO FILE A GRIEVANCE
OVER A DISCRIMINATION CHARGE

I, _____, acknowledge that I have decided to submit my
employment discrimination charge through the grievance procedure. In consideration of
arbitration, I will forego and waive my rights to file a separate claim under the discrimination
statutes, including Title VII, in accordance with applicable law governing such elections. *See*
Alexander v. Denver-Gardner, 415 U.S. 36 (1974).

Dated:

EMPLOYEE'S NAME

ARTICLE 16
SAFETY AND HEALTH

Section 1 - Working Conditions:

A. The Employer shall provide and maintain safe working conditions for all
employees. It is understood that the District may exceed standards established by regulations
consistent with the objectives set by law. The Union will cooperate in these efforts by
encouraging its members to work in a safe manner and to obey established safety practices and
regulations.

B. Matters involving safety and health will be governed by the D.C. Occupational
Safety and Health Plan in accordance with the Comprehensive Merit Personnel Act (D.C.
Official Code section 1-620.01 et seq., as amended (2012 Repl.)).

Section 2 - Corrective Actions:

A. If an employee observes a condition that he or she reasonably believes to be unsafe, the employee shall report the condition to the immediate supervisor and the OAG Risk Manager Specialist or the Risk Manager for the District agency, as applicable.

B. If the supervisor determines that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee and contact the appropriate Risk Manager Specialist, as necessary. If the supervisor does not agree that the condition constitutes an immediate hazard to the health and safety of the employee, the employee may immediately refer the matter to the next level supervisor or designee. The supervisor or designee shall meet as soon as possible with the employee and his/her Union representative to make a determination of final actions to be taken, if any.

C. Employees shall be protected against penalty or reprisal for reporting an unsafe or unhealthful working condition or practice, or assisting in the investigation of such condition or practice.

Section 3 - First Aid Kits and Defibrillators:

A. Employer shall make first-aid kits reasonably available for the use of all employees in case of on the job injuries.

B. The need for additional first-aid kits is an appropriate issue for the Risk Assessment and Control Committee recommendation. Recommendations of the Risk Assessment and Control Committee will be referred to the Attorney General and/or the Mayor, or their designees.

C. Employer shall provide accessible defibrillators meeting the applicable standard of care where employees in the District legal service occupy office space.

D. Employees who have been identified by the Risk Management Specialist as having been exposed to a toxic substance (including, but not limited to asbestos) in sufficient quantity or duration to meet District Government risk standards shall receive appropriate health screening. In the absence of District Government risk standards, the OAG Risk Manager or the Risk Manager for the District agency, as applicable, will refer to standards established by other appropriate authorities such as OSHA, NIOSH or the EPA.

Section 4 – Excessive Temperatures in Buildings:

Employees, other than those determined by the Employer to be essential, shall be released from duty or reassigned to other duties of a similar nature at a suitably temperate site because of excessively hot or cold conditions in a building. The Employer shall make this determination as expeditiously as possible. In lieu of dismissal, the Employer may authorize employees affected

by excessive temperature conditions to telecommute until the condition abates. Administrative leave shall be granted if authorized by the Mayor, the Attorney General, or their designees.

Section 5 – Maintenance of Health Records:

Medical records of employees shall be maintained in accordance with the applicable provisions of law. Medical records shall not be disclosed to anyone except in compliance with applicable laws, rules and regulations relating to the disclosure of information. Copies of rules relating to medical records and information shall be made available to the Union.

**ARTICLE 17
INFORMATIONAL REPORTS ON EMPLOYEES**

Upon request, and at least annually by December 31st of each year, Employer shall provide the Union a list of bargaining unit members that includes the name, grade, step, title, hire date, organizational unit, assignment, location, contact information (including work address, telephone number and fax number) and bargaining unit status of each bargaining unit employee. The Employer shall maintain the Union on the regular distribution list for the New Hires and Resignations Report, which shall be updated at least quarterly. The Employer shall include the Union status on the New Hires and Resignations Report provided to the Union.

**ARTICLE 18
FITNESS FOR DUTY**

The Employer agrees to comply with applicable District law and controlling regulations concerning fitness for duty.

**ARTICLE 19
REQUESTS FOR INFORMATION**

Consistent with law and upon request of the Union, the Employer shall provide relevant information that the Union needs to perform its duties in grievance processing and collective bargaining negotiations.

**ARTICLE 20
EMPLOYEE USE OF INFORMATION TECHNOLOGY**

Section 1 – New Technology:

Whenever the Employer proposes to acquire or implement equipment or technological changes that may adversely impact employees in the bargaining unit, the Employer shall notify the Union and, when requested, bargain over any adverse effect. Appropriate training for affected employees that will enable

them to maintain their present job status shall be among the principal considerations as part of such bargaining. The Employer shall provide training for affected employees to acquire and maintain the skills and knowledge necessary for new equipment or procedures. The training shall be held during working hours. The Employer shall bear the expense of the training. The Employer shall provide training for employees who had previously not been required to use existing technology but who are then required to do so.

Section 2 – Electronic Mail Use:

The parties acknowledge that D.C. Government-provided electronic mail (email) services are to be used for internal and external communications that serve legitimate government functions and purposes. Employees are expected to be familiar with the D.C. Government's Email User Policy. The parties agree that employees are allowed to use email on a limited basis for personal purposes, but such use should be limited to non-work time and should not interfere with the performance of the employee's duties, nor used to conduct outside employment or for discriminatory or harassing purposes or exchange of pornographic, discriminatory or harassing material.

Section 3 – Internet Access and Use:

The parties agree that Internet access through the Employer is considered D.C. Government property and must be used for the program needs of the OAG and the District of Columbia. Employees are expected to be familiar with the D.C. Government's Internet Access and Use Policy. The parties agree that employees are allowed to use the Internet on a limited basis for personal purposes, but that such use should not interfere with the performance of the employee's duties. Employees are expressly prohibited from visiting websites to conduct outside employment or that contain discriminatory, pornographic, bandwidth-consuming, or harassing material.

Section 4 – Telephone Use:

The Employer and Union agree that D.C. Government telephones must be used primarily in support of D.C. Government programs. The parties acknowledge that employees are permitted to use telephones on an occasional and selective basis for personal purposes. Such use is a privilege and not a right and may not be abused for the conduct of outside employment during the scheduled tour of duty of the employee or for discriminatory, pornographic, or harassing purposes.

Section 5 – Privacy:

Except as provided generally under current, written, and published D.C. Government policies, the Office of the Attorney General shall not monitor employee email, telephone, or internet use, unless it has good cause to believe that an employee has violated this Article or any applicable law or regulation. The Employer will share with the Union notices of any changes or modifications to said policies that it receives.

ARTICLE 21 TRAINING

Section 1 - New Employee Orientation:

Employer will provide each new employee with an orientation and will notify the Union, in advance, of any such orientation. The orientation shall include a fifteen (15) minute presentation by the Union regarding Union membership.

Section 2 - Continued Training Opportunities:

The Employer and Union mutually agree that the legal services provided by attorneys employed by OAG and other District agencies that employ District legal service attorneys will be enhanced by the opportunity for attorneys to engage in continuing legal education that is relevant to their work. The Employer shall encourage and assist Employees in obtaining career-related training and education both inside and outside the OAG and other District agencies that employ District legal service attorneys by collecting and posting current information available on training and educational opportunities. The Employer shall inform Employees of time or expense assistance the Employer may be able to provide. Continued training shall be provided and approved within budgetary constraints. The Employer will use its best efforts to provide a variety of appropriate continuing legal education opportunities, including ongoing access to online training opportunities and legal ethics training opportunities, throughout each year at no cost to employees to enable employees to meet their continuing legal education requirements under the Legal Service Act.

Section 3 - Requests for Continued Training:

The Employer may consider requests for continued training of Employees and may provide time or expense assistance to Employees. Continued training opportunities shall be afforded Employees on a fair and impartial basis to the maximum extent possible. Employees shall be promptly informed of a denial of a training request together with the reason for the denial. The parties agree that the program needs of the Employer are paramount in providing training to Bargaining Unit Employees.

ARTICLE 22 EMPLOYEE RIGHTS

Section 1 – Respect in the Workplace:

It is the intent of the Mayor, the Attorney General, and the Union that all employees both within the bargaining unit and outside shall be treated with fairness and dignity.

Section 2 - Employee Rights:

A. All Union employees have the right, and shall be protected in the free exercise of that right without fear of penalty or reprisal:

- (1) to organize a labor organization free from interference, restraint, or coercion;
- (2) to form, join, or assist any labor organization;
- (3) to bargain collectively through representatives of their own choosing; and
- (4) to refrain from any or all such activities under subsections (1), (2), and (3) of this subsection, except to the extent that such right may be affected by an agreement requiring membership in a labor organization as a condition of employment as authorized in D.C. Official Code § 1-617.11 (2012 Supp.) ("Employee Rights").

B. Employee Rights shall extend to participation in the management of the Union and acting for it in the capacity of a Union representative, including representation of its views to the officials of the Mayor, the Attorney General, D.C. Council and Congress.

Section 3 - Employee Grievances:

An individual employee may present a grievance at any time to the Employer without the intervention of the Union; provided, however, that the Union is afforded at least forty-eight (48) hours advance notice by the Employer to be present and to offer its view when requested by an employee at any meeting held to resolve the grievance. Any employee or group of employees who present a personal grievance to the Employer may not do so under the name, or by representation, of the Union. Resolutions of grievance must be consistent with the terms of this Agreement.

Section 4 - Conflicts of Interest:

This Agreement does not authorize participation in the management of or acting as a representative of a labor organization by any employee if the participation or activity would result in a conflict of interest, a breach of legal ethics, or otherwise be incompatible with applicable law or with the official duties of the employee.

Section 5 - Campaigns or Drives - Solicitation of Employees in the Bargaining Unit:

A. Definition: For the purpose of this Article, solicitation of employees in the bargaining unit means OAG or District government approved solicitations which have been announced in generally published OAG or D.C. government directives.

B. Participation: Contributions from employees in the bargaining unit and participation by employees in the unit to solicit contributions shall be voluntary. There shall be no discrimination against

any employee in the unit for non-participation or for any level of contributions. An employee in the bargaining unit may be requested to volunteer or solicit for contributions. Absent a volunteer, management will request the Union to assist in providing the needed volunteer. Consistent with District government ethics rules, regulations and law, no management or supervisory employee shall participate in any direct solicitation of employees in the bargaining unit who are under his/her supervision except for occasional office functions.

ARTICLE 23 SABBATICAL/EXTENDED LEAVE

It is management policy to allow attorneys to apply for an extended time away from work for community service, education, travel or other outside interests in a non-pay status. To be eligible for a sabbatical, an attorney must have both: 1) been employed within the District legal service for seven years, and 2) received a performance evaluation of at least Successful, or an equivalent rating, in every category for the rating period which immediately precedes the application for sabbatical/extended leave. An attorney who receives a Needs Improvement or a Fails Expectation, or an equivalent rating, in any category is ineligible. At any time after completion of the attorney's seventh anniversary with the District legal service and each successive seven years after return from a sabbatical, the attorney may request up to one (1) year of leave as sabbatical. Attorneys who elect to take a sabbatical will return to a comparable position with the OAG or the District agency in which they worked prior to the sabbatical.

Section 1 – Process:

Application for sabbatical should be submitted to the attorney's immediate supervisor no later than 120 days before the proposed leave is to commence. The immediate supervisor shall review each application and send a recommendation to approve or disapprove the request to the Attorney General or agency director within 30 days of the submission of the request.

Section 2 – Supervisor's Authority:

Sabbaticals may be taken for any purpose. However, the reason for the request may be taken into consideration by the employee's supervisor in determining whether to approve the request. Final decision on request for sabbatical is in the sole discretion of the Mayor or Attorney General, as applicable, who, in his/her discretion, may set limits on the number of attorneys who shall be approved for a sabbatical in any one year. If an employee asks for the reason for the denial, a supervisor must provide a written justification for the denial. The denial of an application for sabbatical/extended leave is not grievable.

Section 3 – Potential Loss of Benefits and Insurance Premiums:

Attorneys understand that an extended leave of absence in a non-pay status may impact his or her retirement and other benefits with the District of Columbia. Attorneys also understand that they are required to pay their portion of any insurance premiums while in a non-pay status. Attorneys shall inform themselves of the District of Columbia rules and regulations applicable to

an extended leave of absence in a non -pay status before submitting the request for sabbatical. Under no circumstances is the management required to allow attorneys to use leave intermittently to avoid the loss of benefits while the attorney is on sabbatical.

ARTICLE 24 REASSIGNMENTS, PROMOTIONS, DETAILS

Section 1 – Promotions:

The criteria and selection process for line attorney promotions are contained in OAG Office Order number 2007-36, entitled Promotion Policy for Legal Service Attorneys in the Office of the Attorney General. The terms of this policy are incorporated by reference into this Agreement, except as otherwise provided herein.

Section 2 - Promotion Priority Process:

Notwithstanding any other provision in this Agreement or in promotion policies and office orders, an attorney who is rated qualified for a promotion and assigned a promotion ranking number but not promoted in the rating period for which he or she is first qualified shall be promoted in rank order before attorneys who are later qualified for promotion, unless the Employer can demonstrate that a substantial reason exists for deviating from this provision.

Section 3 - The Promotions Ranking Committee:

A. The Promotions Ranking Committee (PRC) shall be comprised of Employer representatives (i) from each division in OAG or (ii) selected by the Mayor's Office of Legal Counsel for each subordinate agency. The PRC will rank all promotion candidates office-wide in accordance with procedures outlined in the Office Order establishing the PRC. The PRC shall be governed by the specific provisions set forth in applicable District of Columbia laws and regulations.

B. Management will provide a copy of the current list and it shall provide an updated copy as changes are made.

Section 4 – Grievance on Failure to Comply with Process:

Attorneys may not grieve a failure to obtain a promotion or failure to appear on a list of candidates recommended for promotion. The decision on whether to grant a promotion is within the sole and unreviewable discretion of the Attorney General or agency head, as applicable. However, attorneys may grieve management's alleged failure to comply with the process outlined in Office Order number 2007-36, later orders or section 2 above.

Section 5 – Filling Vacancies:

A. Whenever an attorney vacancy exists within OAG or at a subordinate agency, other than a temporary opening, in any existing job classification or as the result of the development or establishment of a new job classification, Employer shall provide a copy to the Union which shall post such vacancy notice on all Union bulletin boards. The Employer shall also post the announcement electronically through the use of agency-wide e-mail no later than ten (10) working days prior to the closing date. A copy of the notices of job openings will be provided to the appropriate Union Steward at the time of posting.

B. During this period, employees who wish to apply for the position, including employees on layoff, may do so. The application shall be in writing, and may be submitted by electronic mail, any official District online application system or in person to the appropriate Personnel Office.

Section 6 - Job Qualifications:

Management has the right to determine job qualifications. Where the Employer has considered the recommendations of the PRC and has determined that two or more employees/applicants for a position are equally qualified to perform the duties of the position, the selection shall be made by the Employer from the designated qualified candidates. The Employer may also reject all candidates on the list and may request a new list.

Section 7 - Additional Duties:

Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with District government position classification guidelines set forth in the District Personnel Manual and any other applicable District of Columbia law.

ARTICLE 25

TIMELY RECEIPT OF CORRECT PAY AND EXPENSE REIMBURSEMENTS

Section 1 - Tardy or Non-Receipt of Pay:

A. Employer shall use its best efforts to take all action necessary to correct tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors within its control.

B. Employer shall use its best efforts to take all action necessary to assist in correcting tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors when the specific error or needed correction is not within its control.

Section 2 - Pay Errors:

Employer shall expeditiously use its best efforts to take all action necessary to correct all other paycheck errors including those concerning benefits, sick leave, annual leave and various deductions. In any event, the Employer shall correct all pay errors no later than two (2) weeks following the identification of the error by the employee or the Employer. In the event that pay errors continue to exist more than two pay period after employee provides notice to the appropriate Employer representative and the delay results due to no fault of employee, employee shall receive four (4) hours of administrative leave.

Section 3 - Timely Receipt of Pay, Pay Increases, Bonuses and Reimbursements:

A. Employer agrees to use its best efforts to ensure that pay increases, including but not limited to those resulting from step increases, promotions, bonuses and other salary increases, are paid on the effective date. To this end, Employer shall, among other things, use its best efforts to ensure that paperwork needed to implement such increases is completed within a reasonable time of the proposed effective date of the action and shall process the proposed action as expeditiously as possible, to avoid or minimize any delay in implementation.

A. The Employer must pay all pay increases, including but not limited to those resulting from step increases, promotions, bonuses and other salary increases no later than two (2) pay periods following the effective date of the increase.

Section 4 - Timely Reimbursement of Expenses:

Employer shall use its best efforts to take all necessary action to ensure that reimbursement of pre-authorized expenses related to the employee's employment, including but not limited to travel and education expenses, is paid within thirty (30) days of submission of a proper request.

Section 5 - Audits:

In the event employee requests an audit of pay and benefit records because of errors made in their computation, Employer shall complete such audit and transmit the results to the requesting employee within ten (10) business days or shall provide the employee a reason why additional time is required and shall give a projected date of completion.

**ARTICLE 26
GENERAL PROVISIONS**

Section 1 - Work Rules:

Employees will be advised of verbal and written work rules that they are required to follow. The Employer agrees that proposed new written work rules and the revision of existing written work rules shall be subject to notice and consultation with the Union.

Section 2 – Identification Device:

The Employer agrees that the employee has a right to participate and identify with the Union as his/her representative in collective bargaining matters. Therefore, the Employer agrees that such identification devices as emblems, buttons and pins supplied by the Union to the employees within the bargaining unit may be worn on their clothing except when appearing in court or before any administrative tribunal or other government agency on behalf of the Employer.

Section 3 - Distribution of Agreement:

The Employer and the Union agree to electronically distribute the fully executed version of this contract to all management and covered employees upon execution of the contract by the parties.

Section 4 – Office Space:

Employer will consider the attorney client and other privileges in providing space. Office space will be identified by OAG, the Mayor, or their designees, and assigned by the Union. Employer determines space, division and section allocation, as well as what offices are available for bargaining unit employees. Employer will afford the Union the advance opportunity to consult over the design of new office space at each step of the design process. The parties acknowledge that this does not interfere with management's final authority to determine the final design.

**ARTICLE 27
COMPUTATION OF TIME**

All time frames referenced in this Agreement shall be interpreted as business days, unless otherwise specified.

**ARTICLE 28
GRIEVANCE AND ARBITRATION PROCEDURES**

Section 1 – Definitions:

A grievance under this section is an allegation that the other party has violated a provision of this Agreement. RIFs, furloughs, disciplinary actions and performance rating appeals are excluded from the definition of grievance under this section and such disciplinary actions and ratings are not subject to challenge, review or arbitration under the grievance and arbitration procedures of this section. The grievability of disciplinary actions and performance evaluations is governed by other parts of this Agreement and the Compensation Agreement.

Section 2 – Performance Ratings:

Any performance rating may be appealed within thirty (30) calendar days of receipt by the employee to a three-person committee established by the Attorney General or the Mayor's Office of Legal Counsel. The committee shall be empowered to review the basis for a direct

supervisor's rating, conduct a hearing, receive written briefs, and issue a written decision which shall approve, modify, or reject a performance rating. Any decision by the Committee shall be appealable to the Attorney General or agency head, as applicable, within thirty (30) calendar days of receipt of the decision by the employee. The Attorney General's decision or agency head's decision, as applicable, shall be final and no further appeal shall be allowed under this Agreement. If the committee does not act within thirty (30) calendar days of the appeal, the evaluation may be appealed to the Attorney General or the agency head, as applicable who shall issue a decision within fifteen (15) calendar days thereafter. If the Attorney General or agency head, as applicable, does not act within fifteen (15) calendar days, unsatisfactory evaluations may be appealed under the provisions of this Article within fifteen (15) calendar days. The Attorney General and the Mayor's Office of Legal Counsel shall establish procedures for appeals under this Article to the committee and to the Attorney General and agency head, respectively.

Section 3 – General Provisions:

Any grievance that may arise between the parties involving an alleged violation of this Agreement shall be settled as described in this Article unless otherwise agreed to in writing by the Union President and the Attorney General or agency head, as applicable, or his/her designee.

Section 4 – Information Requests:

Both parties shall provide all information determined to be reasonable and needed by the other party for processing of a grievance after a request by the other party within a reasonable amount of time.

Section 5 – Procedure:

A. This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level. Grievances must be filed at the lowest level where resolution is possible. Therefore, all grievances shall ordinarily be presented to the immediate supervisor unless it is clear that the immediate supervisor does not have authority to deal with the grievance and that it should be filed elsewhere. The Union may request a face-to-face meeting with the appropriate management representative who is delegated authority to deal with the grievance at each step. The parties agree to endeavor to engage in productive meetings to resolve a grievance.

B. Nothing in this Agreement shall be construed as precluding discussion between an employee, the Union and the appropriate supervisor over a matter of interest or concern to any of them prior to the initiation of a grievance. Once a matter has been made the subject of a grievance under this procedure, nothing herein shall preclude any party (the Union, the Employer or the Employee) from attempting to resolve the grievance informally at the appropriate level.

Step 1: The employee and/or the Union shall take up the grievance, in writing, with the employee's immediate supervisor within fifteen (15) business days from the date of the occurrence or when the employee or the Union knew or should have known of the occurrence. The written grievance shall be clearly identified as a grievance submitted under the provisions of this Article, and shall list the name of the grievant or grievants, the contract provisions allegedly

violated, the basic facts, issues, or concerns giving rise to the grievance, the date or approximate date and location of the violation and the remedy sought. The supervisor shall address the matter and shall respond, in writing, to the Steward and/or the employee within fifteen (15) business days after the receipt of the grievance.

Step 2: If the grievance has not been settled, or the supervisor has failed to respond, it may be presented in writing by the Union to the second level supervisor within ten (10) business days after the Step 1 response is due or received, whichever is sooner. The second level supervisor shall respond to the Union in writing within ten (10) business days after receipt of the written grievance.

Step 3: If the grievance is still unresolved, or the supervisor has failed to respond, it may be presented in writing by the Union to the Attorney General or agency head, as applicable, or his/her designee, within twenty (20) working days after the Step 2 response is due or received, whichever is sooner. The Attorney General or agency head, as applicable, or his/her designee, shall respond in writing to the Union within twenty (20) business days after receipt of the written grievance.

Step 4: If the grievance is still unresolved, or the Attorney General, or agency head, as applicable, or his/her designee has failed to respond, the Union may by written notice request arbitration within twenty (20) business days after the reply at Step 3 is due or received whichever is sooner.

A grievance filed by the Union on a matter involving more than one division within OAG, may be filed with the Attorney General or his/her designee at Step 3. The grievance must be filed within fifteen (15) business days from the date of the occurrence giving rise to the grievance or when the Union knew or should have known of the occurrence.

When mutually agreed by the parties, grievances on the same matter on behalf of two (2) or more employees may be processed as a single grievance for the purpose of resolving all the grievances.

A grievance filed by the Union which does not seek personal relief for a particular employee or a group of employees, but rather expresses the Union's disagreement with management's interpretation or application of the Agreement and which seeks an institutional remedy shall be filed at Step 3 within fifteen (15) business days from the date of the occurrence or when the Union knew or should have known of the occurrence to the extent reasonably possible.

A grievance filed by the Employer should be filed directly with the Union President within fifteen (15) business days from the date of the occurrence or when the Employer knew or should have known of the occurrence giving rise to the grievance. The Union President shall have fifteen (15) business days to respond. If the Employer's grievance is still unresolved, or the Union President or his/her designee has failed to respond, the Employer may by written notice request arbitration within twenty (20) business days after the Union's reply is due or received whichever is sooner.

A grievance concerning a continuing violation of this Agreement may be filed at any time during the existence of the alleged violation of this Agreement.

Section 6 - Selection of the Arbitrator:

The arbitration proceeding shall be conducted by an arbitrator selected by the Employer and the Union. The Federal Mediation and Conciliation Service (FMCS) shall be requested to provide a list of seven (7) arbitrators from which an arbitrator shall be selected within seven (7) calendar days after receipt of the list by both parties. Both the Employer and the Union may strike three (3) names from the list using the alternate strike method. The party requesting arbitration shall strike the first name. The arbitration hearing shall be conducted pursuant to the FMCS guidelines unless modified by this Agreement.

Section 7 – Authority of the Arbitrator:

The jurisdiction and authority of the arbitrator and his/her opinion and award shall be confined exclusively to the interpretation or application of the express provisions of this Agreement at issue between the Union and the Employer consistent with applicable law and regulation. He/she shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement; or to impose on either party a limitation or obligation not explicitly provided for in this Agreement. The written award of the arbitrator on the merits of any grievance adjudicated within his jurisdiction and authority shall be final and binding on the aggrieved employee, the Union and the Employer, subject to either party's appeal rights to the Public Employee Relations Board and the Superior Court of the District of Columbia.

Section 8 - Decision of the Arbitrator:

The arbitrator shall be requested to render his/her decision in writing within thirty (30) calendar days after the conclusion of the arbitration hearing.

Section 9 - Expenses of the Arbitrator:

Expenses for the arbitrator's services and the proceeding shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a record of the arbitration proceedings, it may cause such a recording to be made, providing it pays for the record and makes copies available without charge to the other party and the arbitrator.

Section 10 - Time Off For Grievance Hearings:

The employee, Union Steward and/or Union representative shall, upon request, be permitted to meet and discuss grievances with designated management officials at each step of the Grievance Procedure within the time specified consistent with Section 4 of Article 6 on Union Stewards.

Section 11 – Time Limits:

All time limits following the initiation of any grievance set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked. The appropriate representative of either party shall not unreasonably deny a request for an extension of time if the request is made in writing by the original deadline date. The parties may mutually agree in writing to waive Steps 1 and/or 2 of the procedure described in this Article.

Section 12 – Termination of Grievance:

A grievance shall terminate when either party terminates its own grievance, when both parties consent or for failure to meet contractual time limits. The termination of a grievance shall not prejudice either party from reinstating a grievance at a later date.

Section 13 – Exclusions:

Matters not within the jurisdiction of the Employer will not be processed as a grievance under this Article unless the matter is specifically included in another provision of this Agreement or the Compensation Agreement.

**ARTICLE 29
DISCIPLINE AND DISCHARGE**

Section 1 -- Disciplinary Actions:

A. Assistant Attorneys General ("AAG") in the bargaining unit are appointed to serve the District of Columbia consistent with the provisions of the Legal Service Act. An AAG may be subject to disciplinary action, including reprimand, suspension (with or without pay), reduction in grade or step, or removal for unacceptable performance or for any reason that is not arbitrary or capricious. Disciplinary actions shall be processed in accordance with Section 3614, Chapter 36 of the D.C. Personnel Regulations. The Employer shall provide the Employee with ten (10) calendar days advance notice, consistent with the notice provisions of Chapter 36 of the D.C. Personnel Regulations, of any proposed discipline, with the exception of summary removal. The proposed notice of discipline will also be sent to the Union.

B. Notwithstanding Section 1A herein, the Attorney General or an agency head, may summarily suspend or remove a bargaining unit member, in accordance with Sections 1616 and 1617 of the DPM, when the employee's conduct:

1. Threatens the integrity of government operations;
2. Constitutes an immediate hazard to the agency, to other District employees, or to the employee; or

3. Is detrimental to public health, safety, or welfare.

C. Upon request, an employee subject to any disciplinary action shall be allowed access to his or her office, at a mutually agreeable time, to retrieve personal items.

D. If there is no appeal pursuant to the provisions herein, the Attorney General's decision or agency head's decision, as applicable, shall be the final agency decision.

Section 2 -- Appeal Procedures:

After the Attorney General or agency head issues an administrative decision in accordance with §3614, Chapter 36 of the D.C. Personnel Regulations, the Union, on behalf of the Employee, may appeal the Attorney General's or agency head's suspensions of ten days or more, including demotions and terminations, within ten (10) business days of the Attorney General's or agency head's decision. This time limit may be extended by mutual consent of the parties, but if not so extended, must be strictly observed. An appeal to the nonbinding arbitrator shall stay the time limits for invoking a review by the Mayor under Section 3614, Chapter 36 of the D.C. Personnel Regulations. The Attorney General's or the agency head's decision in connection with a suspension of less than ten days or any other corrective action is final and not subject to appeal.

Section 3 -- Stay of Disciplinary Action:

The filing of an appeal shall not serve to stay or delay the effective date of the Attorney General's or agency head's final administrative decision.

Section 4 -- Standard of Review and Authority of the Arbitrator:

A. The arbitrator's jurisdiction and authority and opinion shall be confined exclusively to suspensions of ten days or more, and shall be an advisory, nonbinding decision concerning whether the Employer's decision to discipline is: (1) a result of the Employee's unacceptable performance, (2) for any reason that is not arbitrary or capricious in accordance with § 106.56(a) of the Legal Service Act, or (3) both.

B. The arbitrator does not have authority to modify, amend, or rescind any disciplinary action or to impose any back-pay or other financial obligation on the Employer resulting from the disciplinary action.

Section 5 -- Time Limits:

All time limits set forth in this Article must be strictly observed. If the Union fails to pursue any step within the time limit then it shall have no further right to continue the appeal.

Section 6 -- Extension of Time Limits:

All time limits set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time

period provided for in any step, the next step may be invoked. However, if a party fails to pursue any step within the time limit, then he/she shall have no further right to continue the grievance. The appropriate representative of either party shall not unreasonably deny a request for an extension of time if such request is made in writing by the original deadline date. The parties may mutually agree in writing to waive Steps 1 and or 2 of the procedure described in this Article.

Section 7 -- Substitution of Binding Arbitration Procedures:

In the event that the Council of the District of Columbia legislatively establishes a binding arbitration process concerning discipline and discharge for any unit employees in the Legal Service, the parties agree to reopen negotiations solely to rescind this Article to the extent of any conflict and incorporate the binding arbitration process into this Agreement to the maximum extent possible.

**ARTICLE 30
SAVINGS CLAUSE**

SECTION 1:

In the event any article, section or portion of this Agreement is held to be invalid and unenforceable by any court or other authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated article, section or portion thereof to the extent possible.

SECTION 2:

The terms of this Agreement supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning non-compensation covered herein for the term of this agreement.

**ARTICLE 31
INCORPORATION OF COMPENSATION AGREEMENT TERMS**

The terms and conditions of the Compensation Agreement between the District of Columbia and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2017, through September 30, 2020 (Compensation Agreement), are incorporated by reference into this Agreement. The provisions of the Compensation Agreement shall control to the extent of any inconsistency.

ARTICLE 32
DURATION AND FINALITY

Section 1 -- Effective Date


This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act D.C. Official Code, § 1-617.15(a), (2012 Repl.). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1-617.17 (2012 Repl.)) and shall remain in full force and effect until September 30, 2020, or until a new non-compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1-617.17 (f)(1)(A)(i) (2012 Repl.).

Section 2 – Finality

This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such non-compensation issues that were or could have been negotiated.

On this 31st day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**




**Mark H. Tuohy, III, Director
Mayor's Office of Legal Counsel**

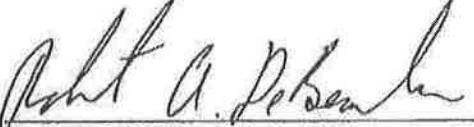


**Karl A. Rague, Attorney General
Office of the Attorney General**

**FOR THE AMERICAN FEDERATION
OF GOVERNMENT EMPLOYEES
LOCAL 1403**



**Steve Anderson, President
AFGE, Local 1403**




**Robert A. DeBerardinis, Vice President
AFGE, Local 1403**

On this 31st day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.


**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**


**FOR THE AMERICAN FEDERATION
OF GOVERNMENT EMPLOYEES
LOCAL 1403**


Lionel C. Sims Jr., Esq., Director
Office of Labor Relations & Collective
Bargaining



Olga I. Clegg, Vice President
AFGE, Local 1403



Ronald R. Ross, Deputy Director
Mayor's Office of Legal Counsel



Anne Hollander
AFGE, Local 1403

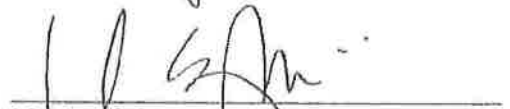

Nadine Wilburn, Chief
Personnel, Labor & Employment Division
Office of the Attorney General


Beth-Sherri Akyereko
AFGE, Local 1403


Kathryn Naylor, Attorney Advisor
Office of Labor Relations & Collective
Bargaining


Daye Rosenthal
AFGE Local 1403

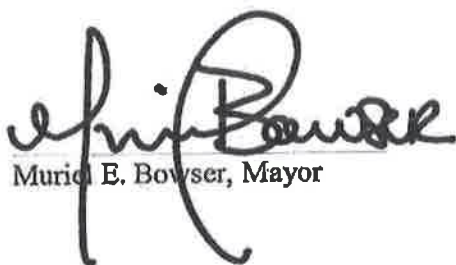

Kevin Stokes, Chief of Staff
Office of Labor Relations & Collective
Bargaining


Marie-Claire Brown
AFGE Local 1403


Asha Bryant, Attorney Advisor
Office of Labor Relations & Collective
Bargaining

APPROVAL

This collective bargaining working conditions agreement between the District of Columbia and Compensation Unit 33 represented by AFGE, Local 1403, dated 10-31-2017, has been reviewed in accordance with Section 1-617-15(a) of the District of Columbia Official Code (2012 Repl.) and is hereby approved on this 16th day of January, 2017.2018



Muriel E. Bowser, Mayor

AFGE LOCAL 2725

**The Collective Bargaining
Agreement**

Between

**The Government of the
District of Columbia**

**Department of Housing and
Community Development**

And

**The American Federation of
Government Employees, AFL-CIO
Local 2725**

Effective through September 30, 1990



**Government of the District of Columbia
Marion Barry, Jr., Mayor**

TABLE OF CONTENTS

<u>Article</u>		<u>Page</u>
	Preamble	1
1	Recognition	1
2	Governing Laws and Regulations	2
3	Employee Rights	3
4	Management Rights and Responsibilities	4
5	Distribution of Agreement and Orientation of Employees	4
6	Non-Discrimination	5
7	Union Security and Union Dues Deductions	8
8	Union Representation	9
9	Grievance Procedure	11
10	Discipline	16
11	Labor-Management Cooperation	17
12	Employee Lists and Information	18
13	Facilities and Services	19
14	Bulletin Boards	20
15	Safety, Health and Comfort	20
16	Environmental Differential	24
17	Reassignments	24
18	Uniforms	25
19	Tools	25
20	Temporary or Term Employees	26
21	Hours of Work/Overtime Administration	26
22	Use of Private Vehicles	27
23	Consulation and Counseling	28
24	Training, Career Development, and Upward Mobility	29
25	Performance Evaluations	31
26	Personnel Files	32
27	Details and Temporary Promotions	32
28	Position Management and Classification	33
29	Merit Staffing	34
30	Contracting Out	35
31	General Provisions	36
32	Reduction-In-Force	36
33	Reorganization/Realignment	37
34	Leave Administration	37
35	No Strike or Lockout	39
36	Saving Clause	40
37	Duration and Finality of Agreement	40

PREAMBLE

This Agreement is entered into between the District of Columbia Department of Housing and Community Development, the District of Columbia Department of Public and Assisted Housing, (hereinafter referred to as the Department) and the American Federation of Government Employees, Local 2725 (hereinafter referred to as the Union), and collectively known as the parties.

The purpose of this Agreement is:

1. to promote fair and reasonable working conditions;
2. to promote harmonious relations between the parties;
3. to establish an equitable and orderly procedure for the resolution of differences;
4. to protect the rights and interest of the employee, the Union and the Department; and
5. to promote the efficient operations of the Department.

Each party affirms without reservation the contents of this Agreement. Now therefore, in consideration of mutual covenants and promises contained herein, the Department and the Union do hereby agree as follows:

ARTICLE 1 RECOGNITION

Section A:

Local 2725 of the American Federation of Government Employees, AFL-CIO, is hereby recognized as the sole and exclusive representative for all employees in the bargaining units as described in Section B of this Article.

The Union as the exclusive representative of all employees in the unit has the right, as provided in Title 1, Chapter 6, Subchapter XVIII of the D.C. Code (1987 ed.) to act for and negotiate agreements covering all employees in the Unit and is responsible for representing the interests of all such employees without discrimination and without regard to membership in the labor organization.

Section B:

The bargaining units represented by the American Federation of Government Employees, Local 2725 are as follows:

1. All employees of the Department of Housing and Community Development (DHCD), excluding the security force, management officials, confidential employees, supervisors, any employees engaged in personnel work in other than a purely clerical capacity or employees engaged in administering the provisions of Title 1, Chapter 6, Subchapter XVIII of the D.C. Code (1987 ed.).
2. All employees of the Department of Public and Assisted Housing (DPAH), excluding the security force, management officials, confidential employees, supervisors, any employees engaged in personnel work in other than a purely clerical capacity or employees engaged in administering the provisions of Title 1, Chapter 6, Subchapter XVIII of the D.C. Code (1987 ed.).

Section C:

When a position(s) changes or a new position(s) is established and the parties differ as to whether the position(s) is inside or outside the bargaining unit, either party may file a unit clarification petition with the D.C. Public Employee Relations Board (PERB).

ARTICLE 2
GOVERNING LAWS AND REGULATIONS

Section A:

In the event any D.C. Government-wide or Department rules, regulations, issuances or policies are in conflict with the provisions of this Agreement, this Agreement shall prevail.

Section B:

It is understood that D.C. Government-wide laws, rules and regulations that are not in conflict with this Agreement and are not specifically incorporated herein are, nevertheless, applicable to bargaining unit employees.

Section C:

If during the life of this Agreement a law from a higher authority invalidates or requires an amendment to any part of this Agreement the parties shall meet promptly upon request of either party to negotiate the change.

Section D:

The Department shall communicate, consult and negotiate with

only the Union on matters related to working conditions affecting bargaining unit members. However, in accordance with the provisions of Article 9, Grievance Procedure, the Department may communicate with a grievant and/or authorized non-union representative in order to resolve a grievance related to the working conditions of the grievant.

Section E:

Except in emergency situations, the Department shall consult with the Union prior to changing Department rules, regulations or policies which affect the working conditions of bargaining unit employees. When the change directly impacts on the conditions of employment of bargaining unit members, such impact shall be a proper subject of negotiation.

ARTICLE 3
EMPLOYEE RIGHTS

Section A - General:

1. All employees shall be treated fairly, equitably and with respect, in accordance with District of Columbia laws, rules and regulations.
2. Instructions and guidances shall be given in a reasonable and constructive manner and in an atmosphere that will avoid unnecessary embarrassment before other employees or the public.
3. The Department shall not retaliate against any employee for the exercise of his/her rights under this Agreement or any applicable laws, rules or regulations.

Section B:

1. The Department and the Union agree that employees have the right to join, organize, or affiliate with, or to refrain from joining, organizing, or affiliating with the Union. This right extends to participating in the management of the Union, or acting as a representative of the Union, including representation of its views to the officials of the Executive Branch, City Council, or other appropriate authority.
2. Employees shall be free from interference, restraint, coercion and discrimination in the exercise of their right to organize and designate representatives of their own choosing for the purpose of collective bargaining and Labor-Management cooperation.

ARTICLE 4
MANAGEMENT RIGHTS AND RESPONSIBILITIES

Section A:

The Department shall retain the sole right, in accordance with applicable laws, rules and regulations:

1. to direct employees of the Department;
2. to hire, promote, transfer, assign and retain employees in positions within the Department and to suspend, demote, discharge or take other disciplinary action against employees for cause;
3. to relieve employees of duties because of lack of work or other legitimate reasons;
4. to maintain the efficiency of the District Government operations entrusted to them;
5. to determine the mission of the Department, its budget, its organization, the number of employees and the number, types and grades of positions of employees assigned to an organizational unit, work project or tour of duty, and the technology of performing its work; or its internal security practices; and,
6. to take whatever actions may be necessary to carry out the mission of the Department in emergency situations.

Section B:

Notwithstanding Section A above, the Union may grieve, if in exercising management's rights, the Department violates any provisions of this Agreement or any Government-wide laws, rules or regulations which are grievable under this Contract.

ARTICLE 5
DISTRIBUTION OF AGREEMENT AND ORIENTATION OF EMPLOYEES

Section A:

The Department shall print and distribute a copy of this Agreement to each individual in the bargaining unit within ninety (90) days of the effective date of this Agreement. The costs associated with the reproduction of this Agreement shall be borne by the Department.

Section B:

When the Department conducts orientation sessions for new employees, thirty (30) minutes shall be allocated to the Union to make a presentation and distribute the Union's membership packet. The Department shall provide each new employee with a copy of this Agreement, the Department's Employee Handbook and other relevant information.

Section C:

The Department shall provide the Union with reasonable written advance notice of the date, time and place of each orientation session.

Section D:

The Department shall include in each handbook published, the following statement:

Many employees of _____ are represented by Local 2725 of the American Federation of Government Employees, AFL-CIO, which is the exclusive bargaining agent and representative. The Union is available to help and represent employees on any employment related matter. The Union office is located at 1133 North Capitol Street, N.E., Room G-9, and the telephone number is 842-4540.

In the event the Department does not publish a new handbook for the duration of this Agreement, the above paragraph shall be printed and inserted in each existing handbook. In addition, the Department shall list the Union in each publication of its telephone directory.

ARTICLE 6
NON-DISCRIMINATION

Section A:

The Department and the Union agree not to discriminate for or against employees covered by this Agreement on account of membership or non-membership in the Union, or on account of race, color, religion, sex (including sexual harassment), national origin, age, physical handicap, marital status, political affiliation or other criteria prohibited by law. The Department recognizes its responsibility to promote and ensure equal employment for all persons on the basis of merit without discrimination based on race, religion, color, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation and to

promote the full realization of EEO through positive programs of affirmative action at every management level within the Department.

Section B:

In the development and implementation of its affirmative action plan, and in accordance with District laws and regulations, the Department agrees to consider the following:

1. Procedures to allow for the redesigning of jobs to reflect the needs of the Department and the skills of employees;
2. Reasonable accommodations to the religious needs of employees; and
3. Ensure that discriminatory personnel management policies, procedures, or practices shall be handled in accordance with EEO procedures and statutes.

Section C:

The Department agrees to provide the Union with copies of the Affirmative Action Plan and furnish each employee with a copy. The EEO complaint regulations and procedures will be published, posted and distributed to each employee as well as included in the Affirmative Action Plan. The parties agree that EEO complaints shall be processed in accordance with District law, rules and regulations. This does not preclude the non-EEO aspects of mixed grievances (where clear distinction can be made and where such complaints are within the scope of the grievance procedure as defined within this Agreement) from going through the negotiated procedure.

Section D:

The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the unit without discrimination.

Section E:

The Department agrees that the Union may submit names of employees to the Department for consideration for appointment to EEO Counselor positions, using the same criteria as are used for any other nominee. The Union shall be promptly notified in writing of the names and telephone numbers of the EEO Counselors.

Section F:

The names and telephone numbers of the EEO Counselors shall be posted on all bulletin boards in the Department.

Section G:

The Department shall provide all EEO Counselors with the education and training necessary to effectively perform the duties and responsibilities of the position of EEO Counselor.

Section H:

The Union shall have one (1) member on the Employee's Women's Program Advisory Committee selected by the Union representing a cross section of unit employees. The Union may designate an alternate to serve in the absence of its regular representative.

Section I:

The Department and the Union recognize that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship and adversely affects employee opportunities. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is defined in Equal Employment Opportunity rules governing complaints of discrimination in the District of Columbia Government (31 DCR 56):

"Sexual harassment" means unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such employee; or (3) such conduct has the purpose of or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment may include, but is not limited to, (a) verbal harassment or abuse, (b) subtle pressure for sexual activity, (c) patting or pinching, (d) brushing against another employee's body, and (e) demands for sexual favors.

Section J:

Through the procedures established for Labor-Management cooperation, each party shall advise the other of equal employment opportunity programs of which they are aware. The Department shall ensure that problems brought to its attention under this Article shall be promptly remedied.

50

ARTICLE 7
UNION SECURITY AND UNION DUES DEDUCTIONS

Section A:

The terms and conditions of this Agreement shall apply to all employees in the bargaining unit without regard to Union membership. Employees covered by this Agreement have the right to join or refrain from joining the Union.

Section B:

The Department agrees to deduct Union dues from each employee's bi-weekly pay upon authorization on D.C. Form 277. Union dues withholding authorization may be cancelled upon written notification to the Union and the Department thirty (30) days prior to each annual anniversary date (effective date) of this Agreement, regardless of the provisions of the 277 Form. When Union dues are cancelled, the Department shall withhold a service fee in accordance with Section C of this Article.

Section C:

Because the Union is responsible for representing the interests of all unit employees without discrimination and without regard to Union membership, (except as provided in Section E below), the Department agrees to deduct a service fee from each non-union member's bi-weekly pay without a written authorization. The service fee and/or Union dues withheld shall be transmitted to the Union, minus a collection fee of five cents (\$.05) per deduction per pay period. Upon a showing by the Local Union of sixty percent (60%) of the eligible employees in the bargaining unit for which it has certification are Union members, the Department shall begin withholding, not later than the second pay period after this Agreement becomes effective and the showing of sixty percent (60%) is made, a service fee applicable to all employees in the bargaining unit(s) who are not Union members. The service fee withholding shall continue for the duration of this Agreement. Payment of dues or service fees through wage deductions shall be implemented in accordance with procedures established by the Department and this Article. Employees who enter the bargaining unit where a service fee is in effect shall have the service fee or Union dues withheld by the Department within two (2) pay periods of his/her date of entry on duty or 277 Form authorization..

Section D:

The service fee applicable to non-union members shall be equal to the bi-weekly union membership dues that are attributable to representation.

Section E:

Where a service fee is not in effect, the Union may require that any employee who does not pay dues or a service fee shall pay all reasonable costs incurred by the Union in representing such employee(s) in grievance or adverse action proceedings in accordance with provisions of Title 1, Chapter 6 of the D.C. Code.

Section F:

Within two (2) pay periods following the submission of an employees application for membership and dues check-off the Department shall start deducting Union dues from the employees.

Section G:

Within two (2) pay periods following the effective date of an employee's separation from the bargaining unit, the Department shall stop deducting Union dues or service fees from the affected employee.

Section H:

Payment of dues or service fees shall not be a condition of employment.

Section I:

The Employer shall be indemnified or otherwise held harmless for any good faith errors or omissions in carrying out the provisions of this Article.

ARTICLE 8
UNION REPRESENTATION

Section A:

The Department shall recognize elected Union Officers and stewards not to exceed fifty (50) provided that the distribution of union stewards is such that there is no more than one (1) steward for every twenty (20) employees within any one Administration. Such stewards shall be designated in proportion to the number of employees in each Department. As the number of authorized positions in the bargaining unit of each Department increases, one (1) additional steward shall be recognized for each twenty (20) employees added over and above the number employed by the Department as of the effective date of this Agreement. The Department shall also recognize appropriate elected Union officials and non-employee Union officials as authorized representatives of the Union.

1. Assist employees in the preparation and/or presentation of grievances, complaints or appeals;
2. Furnish the employees advice on his/her rights and privileges under this Agreement and applicable laws, rules and regulations;
3. Arrange for witnesses and obtain other information or assistance relative to a grievance or appeal;
4. Consult with Management officials or other appropriate District Government officials to provide mutual cooperation; and
5. Conduct and/or participate in other legitimate labor-management business.

Section H:

The Union agrees that grievances should preferably be investigated, received, processed and presented during the first and last hour of the grievant's scheduled tour of duty unless otherwise authorized. The Department recognizes that this is not always practicable and will not prevent Union representatives from representing employees at other times consistent with the provisions of this Agreement.

Section I:

The Department reserves the right to grant permission for attendance at Union meetings during work hours when such assemblage is in the interest of the Department, provided that release of employees will not unduly interrupt the work force in the judgment of Management.

Section J:

The Department shall not punish or retaliate against employees for performing permissible labor-management business.

ARTICLE 9
GRIEVANCE PROCEDURE

Section A:

The purpose of this Article is to provide a mutually acceptable method for the prompt and equitable settlement of grievances.

Therefore, the Department and the Union retain the right to settle any grievance in the enforcement of this Agreement. The Department shall ensure that all settlements reached with respect to grievance resolution and other matters regarding enforcement of this Agreement shall be implemented.

Section B:

The Union will furnish the Department a written list of elected officials, stewards and authorized employee representatives and submit changes as they occur. Recognition will be given to those representatives whose names have been submitted to the Department.

Section C:

Stewards are authorized to perform and discharge the duties and responsibilities of their position as it relates to representing the employees of the Unit. Requests by Stewards to meet with employees or requests of employees to meet with Stewards shall not require prior explanation to the supervisor of the problems involved other than to identify the area to be visited, and the general nature of the Union business to be conducted.

Section D:

The Department shall make every reasonable effort to notify the Union no later than five (5) work days prior to placing Union representatives on special assignments and/or details or making shift changes. In the case of reassignments or transfers, the requirements of Article 18 shall apply. In no case shall such action be taken as a means of punishment or retaliation.

Section E:

A Union representative, when leaving work to transact permissible labor-management business as defined by this Agreement during work hours, first shall request permission from his/her immediate supervisor.

The Union and employees recognize that workload and scheduling considerations will not always allow for the immediate release of employees from their assignments. However, the Department agrees that such permission for release shall not be unreasonably delayed.

Section F:

Upon entering a work area other than his/her own, the Union representative shall advise the appropriate supervisor of his/her presence and the name of the employee he/she desires to visit. In the event the Union representative wishes to visit a work area but not to meet with a bargaining unit member, he/she must notify the appropriate supervisor upon arrival.

Section G:

Union representatives who are unit employees shall be permitted official time to engage in the following labor-management activities:

Section B:

A grievance is a complaint by a party or parties that:

1. There has been a violation, misapplication or misinterpretation of this Agreement;
2. That there has been a violation or misapplication of appropriate term(s) and condition(s) of the Compensation Agreement for Units 1 & 2.
3. There has been a violation or misapplication of any law, rule or regulation which affects a term(s) or condition(s) of employment.

Section C- Presentation of Grievance:

1. This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level.

2. **Categories of Grievance:**

- a. **Personal:** A grievance of a personal nature requires signature of the aggrieved employee at Step 2 even if the grievant is represented by the Union. In the case of an individual grievant proceeding without Union representation, the Union shall be given the opportunity pursuant to advance notification to be present and offer its view at any meeting held to adjust the grievance. A copy of any settlement agreement reached between the parties or adjustment, decision or response made by the Department must be sent to the Union.
- b. **Class:** A grievance involving all the employees in the bargaining unit must be filed and signed by the Union President directly at Step 4 of the grievance procedure. Grievances so filed will be processed only if the issue raised is common to all unit employees. A class grievance must contain all information specified in Step 2 of the grievance procedure and the Department Head, or his designee shall respond in writing within 20 working days of its receipt.
- c. **Group:** If a grievance involves a group of bargaining unit employees within the Department, the grievance may be filed by the group of employees at the appropriate step of the grievance procedure where resolution is possible.

In the event the group is not represented by the Union, the Union must be given opportunity pursuant to advance notification to be

present and offer its view at any meeting held to adjust the grievance. A copy of any settlement agreement reached between the parties as adjustment, decision or response made by the Department must be sent to the Union.

Section D - Procedure:

a. Step 1: The aggrieved employee, with or without a Union representative, shall orally present and discuss the grievance with the employee's immediate or acting supervisor within twenty (20) work days of the occurrence of the event giving rise to the grievance, or within twenty (20) work days of the employee's or Union's knowledge of such event. The supervisor shall make a decision on the grievance and reply to the employee and his/her representative within ten (10) work days after oral presentation of the grievance.

b. Step 2: If the grievance is not settled, the employee with or without his/her Union representative, shall submit a signed, written grievance to the appropriate management official within ten (10) work days following the supervisor's oral response. The grievance at this and subsequent steps shall contain:

1. Description of the nature of the grievance;
2. The date(s) on which the alleged violation occurred;
3. A statement of the remedy or adjustment sought;
4. Authorization by the employee if Union representation is desired.
5. The signature of the aggrieved employee and the Union representative, if applicable, according to the category of the grievance.

Should the grievance not contain the required information, the grievant shall be so notified in writing and given five (5) work days from receipt of notification to resubmit the grievance.

The appropriate management official shall submit a signed, written response to the grievance to the employee and his/her Union representative within ten (10) work days of its receipt. If the aggrieved employee is not being represented by the Union, the management official must send a copy of the Step 2 response to the Union within ten (10) work days of receipt of the Step 2 grievance

c. Step 3: If the grievance remains unsettled, the grievance shall be submitted to the Chief Management Official in his/her division within ten (10) work days following receipt of the appropriate Management official's Step 2 response.

The Chief Management official in the division shall respond in a signed statement to the employee and his/her representative

tative within ten (10) work days of the Step 3 grievance. If aggrieved employee is not being represented by the Union, the Management official of the division must send a copy of the Step 3 response to the Union within ten (10) work days of receipt of the Step 3 grievance.

d. Step 4: If the grievance remains unsettled, the employee shall submit it to the Director within ten (10) work days following receipt of the Step 3 response. Within fifteen (15) work days of the Step 4 grievance the Director or his designee shall meet with the aggrieved employee and his/her representative to attempt to resolve the grievance or must respond in writing. If a meeting occurs, the Director shall respond in writing to the employee and his/her representative within seven (7) work days following the Step 4 meeting. If the employee is not being represented by the Union, the Director must send a copy of the Step 4 response to the Union within ten (10) work days of the Step 4 meeting.

e. Step 5: If the grievance remains unsettled, the Union within twenty (20) work days from receipt of the Director's response, shall advise the Director in a signed statement whether the Union intends to request arbitration of the matter on behalf of the employee(s). Only the Union can refer a grievance to arbitration.

Section E - Arbitration:

1. Selection of an Arbitrator: Within seven (7) work days from the Department's receipt of the arbitration request, the moving party shall solicit a panel of seven (7) impartial arbitrators from the Federal Mediation and Conciliation Service (FMCS) or the American Arbitration Association (AAA). Upon receipt of the FMCS or AAA panel, the parties shall select a mutually agreeable arbitrator. If the list does not contain a mutually agreeable arbitrator, then each party shall alternately strike names from the panel until one (1) remains.

If, before the selection process begins, either party maintains that the panel of arbitrators is unacceptable, a request for a new panel from FMCS or AAA shall be made. Subsequent requests can be made until the parties receive an acceptable panel.

If either party refuses to participate in the selection of an arbitrator, FMCS or AAA shall have the authority to appoint one, upon the request of the opposing party.

2. The Department shall provide the hearing site, which must be agreeable to both parties. If any additional costs are involved they shall be borne equally by the parties.

3. The arbitrator shall hear and decide only one (1) grievance in each case unless the parties mutually agree to consolidate grievances.

4. The arbitration hearing shall be informal and the rules of evidence shall not strictly apply.

5. The hearing shall not be open to the public or persons not immediately involved.

6. Witnesses shall be sequestered upon request of either party.

7. Either party has the right to record the hearing or to have a verbatim stenographic record made at its own expense. The expense may be shared upon mutual agreement.

8. The parties shall attempt to submit a written joint statement of the issue or issues to the arbitrator.

9. The parties shall exchange witness lists either orally or in writing prior to the date the hearing is commenced.

10. The arbitrator's award shall be in writing and shall set forth the arbitrator's findings, reasonings and conclusions within thirty (30) days after the conclusion of the hearing or within thirty (30) days after the arbitrator receives the briefs, if filed, whichever is later.

11. The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement through the award. The arbitrator shall confine his/her award to the issue(s) presented.

12. The arbitrator shall have full authority to award appropriate remedies.

13. The arbitrator's award shall be binding upon both parties.

14. A statement of the arbitrator's fee and expenses shall accompany the award. The fees and expenses of the arbitrator shall be borne equally by the parties. Either party may appeal the arbitrator's award in accordance with applicable law and regulations.

Section F - General:

1. All time limits shall be strictly observed unless the parties mutually agree to extend said time limits.

2. The presentation and discussion of grievances shall be conducted at a time and place which will afford a fair and reasonable opportunity for both parties and their witnesses to attend. Such witness(es) shall be present only for the time necessary for them to present evidence. When discussions and hearings required under this procedure are held during the work hours of the participants, all unit employees entitled to be present shall be excused with pay for that purpose. An employee whose tour of duty is other than the administrative work week shall have his/her tour

adjusted to be placed in a duty status for any hearing at which they are called as witness.

3. If either party considers a grievance to be either substantively or procedurally non-grievable or non-arbitrable, that party shall so notify the other party prior to the date of the hearing.

4. Issues of procedural or substantive arbitrability raised shall be presented first at the arbitration proceeding.

ARTICLE 10 DISCIPLINE

Section A:

Disciplinary action(s), including adverse action(s), corrective action(s) and admonishment(s) shall be imposed against a bargaining unit employee only for cause as defined in D.C. Code, §1-617.1(d)(1987 ed.).

Section B:

Employees have the right to contest corrective or adverse actions taken for cause through either OEA or the negotiated grievance procedure. An employee shall elect either of these procedures in writing and the selection once made cannot be changed.

1. Should the employee elect to appeal the action to OEA, such appeal shall be filed in accordance with OEA regulations.

2. Should the employee elect to grieve the action under the negotiated grievance procedure, the grievance must be filed at the appropriate step within twenty (20) work days from the effective date of the action. However, should the employee elect to utilize the negotiated grievance procedure, only the Union may take the appeal of a corrective or adverse action to arbitration.

Section C:

In imposing disciplinary actions the Department shall apply progressive discipline and shall consider the mitigating factors against the alleged offense, in accordance with D.C. Code, §1-617 (1987 ed.).

Section D:

If the Department has reason to counsel an employee, it shall be done in private so as not to unnecessarily embarrass the employee before other employees or the public.

Section E:

Employees against whom disciplinary action(s) is proposed shall be informed in writing of the right to Union representation. If a supervisor believes that any meeting with an employee could result in disciplinary action, the employee may request to have a Union representative present at said meeting. Such requests shall not be denied.

ARTICLE 11
LABOR-MANAGEMENT COOPERATION

Section A:

The Department and the Union shall establish a joint labor-management committee that will meet on a monthly basis. The agenda for scheduled meetings shall be exchanged at least five (5) days prior to the meeting. In the absence of an agenda or notification five (5) days in advance, no meeting shall be held. Labor-Management meetings shall be held with the Director of the Department or his/her designee.

Section B:

The Committee shall be composed of five (5) members representing the Union and five (5) members representing the Department.

The Labor-Management Committee shall exchange views and consider and make recommendations to the Department about policies and practices related to working conditions, terms of employment and the implementation of this Agreement. The Committee shall also discuss matters of common interest to both parties, or other matters which either party believes will contribute to the improvement of relations between them.

It is understood that appeals, grievances or problems of individual employees shall not be subjects of discussion at these meetings, nor shall the meeting be for any other purpose which will modify, add to or detract from the provisions of this Agreement.

Other meetings of the Committee may be scheduled as the need arises upon the request of either party at times mutually agreed upon.

Section C:

The standing members of the Labor-Management Committee appointed by the Union shall be granted official time to attend the above conferences when the conferences occur during the regular wor

ing hours of the employees. The Union shall notify the Department at least one (1) day in advance of any scheduled meeting if an alternate will attend in the absence of the appointed members.

Section D:

Each party may have other officials who are not employees of the Department. However, such representatives shall not exceed two (2), unless otherwise mutually agreed upon.

Section E:

A brief summary of the matters discussed and any understandings reached at all meetings as well as the position taken by the parties in a disagreement will be prepared and initialed by both sides.

ARTICLE 12
EMPLOYEE LISTS AND INFORMATION

Section A:

Within 30 days after the effective date of this Agreement, the Department shall provide the Union with a list of all employees in the bargaining unit. The list shall include the following information:

1. Name;
2. Job title, series and grade;
3. Responsibility Center Code;
4. Service Computation Date; and
5. "Not to Exceed" dates for term employees.

This list shall be updated quarterly. If the list is not provided in a timely fashion the Union shall submit a written request to the Department.

Section B:

The Union shall also be provided the following information:

1. A list of new hires, separations, transfers, reassignments and details in excess of 60 days, to be provided quarterly;
2. EEO Reports, as they are printed; and,

3. Merit Staffing Vacancy Announcements, as they are posted.

Section C:

Within thirty (30) days after the effective date of this Agreement, the Department shall provide the Union with an approved, standardized copy of the position description for each job category in the bargaining unit.

Section D:

Management agrees to provide the Union with a copy of updates and changes to the Comprehensive Merit Personnel Act (CMPA), the District Personnel Manual (DPM), and all written Department administrative issuances which affect working conditions of bargaining unit employees as they are issued.

Section E:

The Department will notify the Union of reorganization/realignment plans within the Department prior to implementation.

ARTICLE 13
FACILITIES AND SERVICES

Section A:

The Department agrees to the use of facilities for meeting purposes for the Union subject to the following conditions:

1. Meetings will be held before the start of business, during lunch periods and after close of business.
2. The use of facilities will not involve any additional expense to the District Government other than the normal expenses which are incurred for items such as heating and lighting.
3. The Union will request in writing the use of D.C. Government facilities for the purpose of Union meetings no later than two (2) working days in advance of requested meeting date. The Department will reply within two (2) days of initial request.
4. The Union recognizes its responsibility in using District facilities to observe all applicable security and public safety regulations and to conduct its meetings in an orderly manner so as not to interfere with normal work operations, and assumes responsibility for all damages to District property occasioned by their use, and agrees to leave the facility in a clean and neat condition.

ARTICLE 14
BULLETIN BOARDS

The Department agrees to provide a reasonable amount of space on existing or new bulletin boards and in areas commonly used by employees in the unit. The Union shall use this space for the purpose of advising members of meetings and any other legitimate Union information.

ARTICLE 15
SAFETY, HEALTH AND COMFORT

Section A:

The Department shall provide the employees with reasonably safe and healthful working conditions in accordance with Title 1, Chapter 6, Subchapter XXI of the D.C. Code (1987 ed.). It shall ensure the implementation and enforcement of all applicable District and Federal laws, rules and regulations regarding health and safety.

Section B:

The Department shall ensure that training is offered, at no expense to the employee, in cardiopulmonary resuscitation (CPR) and first aid. The Department shall provide first aid kits for each administration. The names, work telephone numbers and work locations of all employees trained in CPR techniques and first aid shall be provided to the Union and included in the Department's telephone book. In addition, the Department shall provide one (1) first aid kit at each outside property and in each emergency vehicle. The Department and the employees will cooperate in ensuring that all first aid kits are maintained. The Department shall promptly contact outside emergency medical or other appropriate employee services when an emergency occurs which warrants this type of assistance.

Section C:

The Department shall make every reasonable effort to provide and maintain clean, sanitary and stocked restroom facilities for all employees.

Section D:

The Department shall make every effort, within a reasonable period of time and consistent with the District Government timetable to remove asbestos from all known worksites.

Section E:

The Department agrees to maintain the work place and its equip-

ment in good condition. Deficiencies in this area shall be discussed and corrected. Shower rooms and related facilities shall be repaired and maintained in good condition.

The Union and the Department shall make every effort to prevent accidents of any kind. If accidents occur, the prime consideration will be the welfare of the injured employee. As promptly as the situation allows, accidents are to be reported to the supervisor by the injured employee and/or his/her coworkers. The supervisor must report injuries to the Safety Officer.

Section F:

In the event of excessive temperature or equipment failure, nonessential employees may be reassigned or released in accordance with the District Personnel Manual, Chapter 12.

The District Personnel Manual defines excessive temperature in Appendix C and is listed here for informational purposes:

95 degrees Fahrenheit	-	55% humidity (minimum)
96 degrees Fahrenheit	-	52% humidity
97 degrees Fahrenheit	-	49% humidity
98 degrees Fahrenheit	-	45% humidity
99 degrees Fahrenheit	-	42% humidity
100 degrees Fahrenheit	-	38% humidity

During extremely cold weather conditions, the Department agrees that affected nonessential employees, as determined by the Director, working inside buildings will be dismissed or relocated at Management's option, when the temperature in a particular building is so low that employees cannot perform work adequately.

Nonessential employees who are required to work outside shall not be required to perform those duties during periods of severe inclemency, as determined by the Director, with consideration of the U.S. (National) Weather Bureau.

Section G:

Employees shall promptly report to Management all deficiencies in maintenance of vehicles for corrective action. The Department agrees to present vehicles to D.C. Safety Inspection at the prescribed time(s).

Section H:

When an employee identifies what she/he believes to be an unsafe or unhealthful working condition, the employee shall notify his/her supervisor, who shall investigate the matter immediately and take prompt and appropriate action. If an unsafe or unhealthful condition is determined to exist, the affected employee(s) shall not be required to perform duties in the affected area. During this period, the supervisor may require the employee(s) to perform

their duties in another work area or to perform other duties out the affected area.

Section I:

When the Department is aware of a workplace inspection or investigation which is conducted by a Department safety representative or by an outside agency, such as OSHA or NIOSH, in response to a complaint by the Union or bargaining unit employee, the Union shall be given the opportunity to participate. During the course of any such inspection or investigation any employee may bring to the attention of the inspector any unsafe or unhealthful working condition.

Section J:

Employees shall be protected against penalty or reprisal for reporting any unsafe or unhealthful working condition or practice, assisting in the investigation of such conditions, or for participating in any occupational safety and health program and activities.

Section K:

The Department shall prepare and post instructions to evacuate the building at 1133 North Capitol Street, N.E.; 51 N Street, N.E., 70 Pierce Street, N.E., any other work site(s) of DHCD or DPAH in case of emergency.

Section L:

The Department agrees to take necessary steps to ensure the safety of employees who are required to work alone. The Department agrees to immediately implement all present security/safety measures affecting these employees and to ensure that these procedures are known and carried out by all employees. Where necessary, the Department agrees to revise and/or implement security/safety measures for the protection of employees. A continuous review of security/safety measures shall be the joint responsibility of Management and the Union.

Section M:

The Department shall acquire, maintain and require employees to use safety/protective equipment to protect them from hazardous conditions encountered during the performance of official duties.

The Union may, at its discretion, recommend new protective clothing and equipment and modifications to existing equipment for consideration by the Department. The Union shall also be consulted prior to purchase of major new equipment and/or devices impacting upon working conditions and/or personnel.

The Union agrees to promote and encourage employees to follow safety procedures.

Section H:

The Department agrees to provide to potentially exposed employees and the Union, all information available to the Department concerning hazardous substances. A listing of all chemicals used by the Department along with their generic names shall be provided annually to the Union. Such listing shall indicate chemical use by work area. Within budgetary limitations, emergency shower facilities shall be provided at locations where employees are required to be exposed to hazardous substances.

Section O - Safety Committee:

A safety committee of three representatives from the Union and three representatives from Management, one of whom shall be the Department's Safety Officer, will be established in the Department. One Union and one management representative shall serve as co-chairpersons. The Committee shall:

(1) Meet once a month, or at the call of either co-chairperson, to review special conditions which may develop.

(2) Conduct safety surveys and inspections and make joint recommendations to the appropriate administrator, through the Safety Officer.

(3) Seek resources and coordinate the development and conduct of appropriate health and safety training programs. All training must be coordinated with the Office of Administration and Management.

(4) Consult with, and render assistance to the Department Safety Officer upon request.

Section P:

The Department is responsible for providing injured employees with information regarding proper accident reporting forms and for helping employees properly complete accident reporting and compensation forms.

Section Q:

The safety officer shall provide the Union a copy of the monthly report of on-the-job injuries, submitted to the Department of Employment Services, Office of Occupational Safety and Health. The safety officer shall promptly notify the Union in the event of an on-the-job death.

Section R:

Within space limitations, the Department agrees to provide an employee lunchroom at the main offices of DECD and DPAB which may be used by employees during their lunch period. If this is not possible, and at other Department facilities, Management shall attempt to identify space in which employees may eat lunch.

Section S:

The Department and the Union mutually recognize the need for protection of employees from assault and intimidation at the work place and will work cooperatively to obtain appropriate protective measures.

Section T:

An employee may be accompanied by a Union representative at any meeting regarding a fitness-for-duty examination.

Section U:

The Department agrees to explore the establishment of a Health Unit for use by DECD and DPAB employees and to consult with the Union on this issue.

ARTICLE 16
ENVIRONMENTAL DIFFERENTIAL

The Union may submit to the Department a list of positions which it has determined to be eligible for an environmental differential. The Department shall submit this list, along with the necessary supporting information, to the D.C. Office of Personnel for approval or disapproval. Personnel's decision will be made available to the Union.

ARTICLE 17
REASSIGNMENTS

Section A:

If any employee is to be reassigned, he/she will be given advance notice of the reassignment including an explanation related thereto. If reassignment involves a relocation to a different facility or building, five (5) working days notice will be given. Any notification of reassignment will be accompanied by a request for personnel action.

Section B:

In no instance will reassignment or transfer from the bargaining unit be used as a means of punishment or retaliation.

Section C:

In the event a reassignment of a Union Steward, Chief Steward or President is planned, the Union President will be given fifteen (15) working days written notice regarding such anticipated reassignment.

Section D:

Employees requesting reassignment or transfer within the same organizational unit or to other organizational units shall submit a request in writing inclusive of the supportive reasons to their immediate supervisor. If denied by the immediate supervisor, the request may be appealed through the appropriate levels of supervision up to the Director. Response to the request shall be issued at each level within a reasonable period of time.

ARTICLE 18
UNIFORMS

The Department shall provide all wage grade and District schedule employees whose duties require uniforms with a supply of five (5) uniforms. Replacement uniforms will be provided only when the worn ones are returned to the Department. Employees who have been issued uniforms are required to wear those uniforms while on duty. Employees who terminate their employment are required to return their uniforms prior to receiving their final pay check.

If the Department determines that protective clothing is required for certain employees to perform their duties, such items shall be provided. If protective clothing is provided, it must be worn. In its determination of whether or not protective clothing is required for an employee's duties, the Department shall follow the appropriate OSHA safety standards as well as any other applicable laws, rules and regulations.

Employees required to work outside shall be furnished with appropriate clothing, such as rainwear, etc., which is suitable for the weather conditions in which they are required to work.

ARTICLE 19
TOOLS

Section A:

The Department shall provide at no cost a first issue of all tools it deems necessary for employees to perform their work. New and current employees will be responsible for replacing tools lost or stolen except where theft from a secured department vehicle, authorized private vehicle, or location is involved and where the employee was not at fault. Management will replace worn or broken tools issued upon the return of unservicable tools, unless it is evidenced that the employee has abused the tools. Management shall provide lockable tool boxes and secure locations for the tools. Employees will be responsible for obtaining and maintaining their own locks for individually issued tool boxes.

Section B:

The Department shall maintain its power and special tools in safe working condition. Employees will be responsible for proper care and safe operation of power and special tools after receiving proper training in the use and care of the tools. Tools issued will remain the property of the District of Columbia Government. Employees terminating their employment shall be required to return such tools prior to receiving their final paycheck.

ARTICLE 20
TEMPORARY OR TERM EMPLOYEES

The Department shall provide the opportunity to an employee who has occupied a temporary or term position(s) for more than one (1) year and has performed at a satisfactory level to be considered for a permanent position in the Department.

ARTICLE 21
HOURS OF WORK/OVERTIME ADMINISTRATION

Section A:

To the extent possible employees shall be notified five (5) work days in advance of any permanent or long term (i.e. six (6) months or longer) change in their scheduled tour of duty.

Section B:

Staff meetings shall be scheduled during regular working hours except in the case of an emergency.

Section C:

The use of compensatory time shall be governed by the provisions of the Compensation Units 1 and 2 Agreement.

Section D:

Overtime assignments shall be distributed equitably among volunteers from the work unit in which the overtime work is to be performed. If there are not enough volunteers, Management shall distribute the remaining overtime assignments equitably among qualified employees. An employee assigned to work overtime may be excused at the supervisor's discretion if he/she has a valid reason. Each such situation shall be considered on its merits.

Section E:

The Department shall make every effort to notify employees in advance when overtime work will be required. When a supervisor requests or directs an employee to perform overtime work the supervisor shall make every reasonable effort to give the employee a written statement that the overtime work has been authorized by the Director.

Section F:

The Department shall properly record on time and attendance forms overtime hours worked, and shall process the forms so that the employee(s) may be paid no later than the first pay period following the one in which the work was performed.

ARTICLE 22
USE OF PRIVATE VEHICLES

Section A:

1. The Department shall provide within budgetary limitations, vehicles for the use of employees who need transportation to perform their duties. Usage of such vehicles shall be given priority in areas where public transportation is not available.
2. In the event a vehicle is not available for an employee who needs transportation to perform his/her duties, the employee shall have the right to elect to use either his/her private vehicle or public transportation, consistent with Department and District-wide rules and regulations.

Section B:

1. If an employee elects to use his/her private vehicle to perform his/her duties the Department shall reimburse the employee for mileage at the rate established between the Department and Union at the City-wide level, consistent with Department and District-wide rules and regulations.
2. Where an employee elects to use public transportation, work assignments shall be adjusted to allow for increased travel time. Employees who use public transportation for the performance of their duties shall not be adversely affected in the Department's evaluation of their productivity if such productivity is diminished as a result of longer travel time. The Department shall reimburse employees for the actual cost of public transportation use, consistent with Department and District-wide rules and regulations.

Section C:

An employee whose vehicle is rendered inoperable during the course of official duties shall be granted reasonable time, upon notification to the supervisor, to make minor repairs or get the vehicle to a garage and return to the Office.

Section D:

Employees shall be reimbursed in accordance with District government rules and regulations for the following expenses incurred during the performance of duties for the Department with a government or private vehicle:

1. Parking fees;
2. Tolls; and
3. Parking tickets incurred through no fault of the employee.

ARTICLE 23
CONSULTATION AND COUNSELING

Section A:

The parties recognize that alcoholism, drug abuse and emotional disorders are illnesses that can interfere with job performance. As such the Department shall make substantial efforts in accordance with the District EAP Program to assist bargaining unit employees, suffering from these illnesses, to recover.

Section B:

When a bargaining unit employee's excessive absenteeism or performance deficiencies are suspected to be due to alcoholism, drug abuse or an emotional disorder, the Department shall refer the employee, in writing, to a counseling or treatment program. If the employee accepts the Department's referral and participates in the counseling or treatment program, the Department must give the employee a reasonable period of time after completion of the treatment program to recover and to improve his or her performance and/or attendance.

Section C:

If the employee refuses to seek counseling and/or there is no an inadequate improvement in work performance and/or attendance, as determined by the supervisor, disciplinary action or appropriate administrative action shall be initiated as warranted. Employees accepting direct referral will be provided reasonable time prior to adverse action being taken to improve work performance and/or

the requirements of the employee consultation and counseling service and the employee's work performance satisfactorily improves.

Section D:

The Employer will post a notice on bulletin boards describing the consultation and counseling service.

Section E:

The Department shall grant excused leave (i.e. Annual Leave, Sick Leave or Leave Without Pay) to an employee suffering from alcoholism, drug abuse or an emotional disorder for the time he/she participates in a counseling or treatment program. Such leave must be requested in advance and scheduled so as not to unduly interfere with the work of the Department.

Section F:

The Department shall give written referrals to the D.C. Employee Consultation and Counseling Service to an employee who is experiencing other personal problems which are causing an adverse affect on his/her job performance and/or attendance.

If the employee accepts the Department's referral and participates in the Service, the Department shall give the employee a reasonable opportunity to improve his/her performance and/or attendance. If the employee's performance and/or attendance does not improve, the Department may initiate disciplinary action against the employee for cause in accordance with Article 10 of this Agreement and applicable D.C. laws and regulations.

Section G:

With respect to any programs or services attended by employees pursuant to this Article, no employee shall be required to sign a consent form(s) authorizing the release of information to any supervisor or to the Department except for information regarding an employee's attendance in the program.

ARTICLE 24
TRAINING, CAREER DEVELOPMENT, AND UPWARD MOBILITY

Section A:

Consistent with employee development and affirmative action program guides, it is the Department's intention to provide training and career development opportunities for bargaining unit employees for the purpose of developing and maintaining their skills so that they may perform at their highest possible levels

in their positions and advance in accordance with individual potential and abilities.

Section B:

1. The Department will offer to assist employees in implementing individual career development plans by providing easy access to information on training opportunities, publicizing current training programs, advising employees of requirements needed to enter training programs, assisting employees in applying for training opportunities, scheduling training and making resources available to cover approved expenses for training.
2. The Department shall distribute to all bargaining unit employees, on a quarterly basis, a list of training programs offered by or through the Department.
3. Employees shall be given reasonable opportunities to discuss training needs and/or opportunities with their supervisors and/or other Department or Personnel officials.

Section C:

1. The Department shall distribute training and educational opportunities among the bargaining unit employees.
2. Requests for training and educational opportunities shall be processed promptly.
3. A record of satisfactorily completed training courses may be filed by each employee in their Official Personnel File.
4. When an institution of higher learning provides for accreditation of on-the-job experience, upon the employee's request the Department shall submit verification of such experience.

Section D:

The parties recognize the importance of career development, training and upward mobility. The Labor-Management Committee established in this Agreement shall on a periodic basis perform the following functions:

- a. review existing policies and practices, with respect to training and career development and recommend changes in existing programs;
- b. recommend the adoption of new programs, policies and practices;
- c. review and offer comments on programs proposed by the Department; and

The Labor-Management Committee may, if it deems necessary, establish a subcommittee to deal with these issues.

Recommendations submitted to the Director by the Committee shall be given careful consideration and the Committee shall be informed within a reasonable period of time of the status of its recommendations.

ARTICLE 25 PERFORMANCE EVALUATIONS

Section A:

The parties agree that the performance rating plan in effect on December 31, 1979 shall remain in effect and apply until such time as a new performance rating plan is established, after negotiations with appropriate labor organizations, consistent with the Comprehensive Merit Personnel Act (CMPA).

Section B:

Each employee will be given, within thirty (30) days of entering a new position, or within thirty (30) days of reassignment involving changed or additional duties, notification of the duties and responsibilities which will be used in the performance rating process. As soon as factors are identified for each occupational group, every employee in that occupational group will be notified of the factors which will be used in rating his/her performance.

Section C:

The employer agrees to discuss work deficiencies with employees when observed and advise ways of improving performance. In any case, notice of unsatisfactory performance shall be given in accordance with personnel regulations.

Section D:

The Employer recognizes its responsibility to assure employees fair and objective evaluations.

Section E:

At the same time that an annual performance rating is given, the responsible supervisor will discuss with the employee areas of potential development and improvement, including the employee's performance under the agency's work plan.

ARTICLE 26
PERSONNEL FILES

Section A:

The Official Personnel Files of all employees in the bargaining unit covered by this Agreement shall be maintained by the Office of Personnel.

Section B:

Employees shall have the right to examine the contents of their Official Personnel Folder. Upon request in accordance with regulations and procedures issued by the Office of Personnel, and shall have the right to obtain copies of any official documents therein.

Section C:

Upon presentation of written authorization by an employee, the Union representative may examine the employee's personnel file and make copies of materials placed in his/her folder.

Section D:

The Department shall keep all arrests from the Metropolitan Police, fingerprint records and other confidential reports in a confidential file apart from the official personnel folder. No person shall have access to the confidential file without authorization from the Director of Personnel.

Section E:

The access card signed by all those who have requested and been given access to the employee's file, as required by personnel regulations and procedures, shall be made available for review by the employee.

Section F:

Each employee shall have the right to present information immediately germane to any information contained in his/her official personnel record and have irrelevant or untimely information removed from the record.

ARTICLE 27
DETAILS AND TEMPORARY PROMOTIONS

Section A - Details:

1. A detail is the temporary official assignment of an employee

to a different position for a specified time period with the employee returning to his/her regular duties at the end of the detail. The employee on detail shall at all times be considered the incumbent of his/her regular position.

2. Details shall be made in accordance with personnel regulations and will be used for meeting temporary needs of the Department's work program and for on-the-job training. Details may be appropriately used to meet emergencies occasioned by abnormal work loads, changes in mission or organization, unanticipated absence, or to complete special projects.
3. When an employee is detailed to a higher graded position for more than ninety (90) days, he/she shall receive the higher rate of pay as acting pay, effective the pay period which begins on or after the ninety-first (91st) day.
4. For details in excess of thirty (30) days, the detail shall be documented, a copy given to the employee and a copy made a part of the employee's official personnel file.
5. For details in excess of ninety (90) days, the employee's performance in the position to which he/she has been detailed shall be evaluated (including a rating) by the detail supervisor; the detail evaluation shall be included in the employee's official personnel file.
6. Details shall not be made as a means of retaliation or punishment.

Section B - Temporary Promotions:

1. A career employee may be given a temporary promotion to meet a temporary need. At the end of the specified period of time, the employee shall be returned to the same or comparable position from which the employee was temporarily promoted.
2. A temporary promotion of 120 days or less may be made without regard to merit promotion requirements.
3. A temporary promotion exceeding 120 days shall be made in accordance with merit promotion procedures.

ARTICLE 28 POSITION MANAGEMENT AND CLASSIFICATION

Section A:

Each position covered in the bargaining unit that is in existence or is established or changed must be accurately described in

writing, and classified to the proper occupational title, series, schedule and grade.

Section B:

Employees shall be furnished a current, accurate, approved copy of the description of the position to which assigned at the time of the assignment, or upon request. Employees detailed or reassigned to established positions shall be given position descriptions at the time of assignment. Employees detailed to a unestablished position shall be furnished with statements of duties at the time of assignment to the detail.

Section C:

The position description shall be kept current and accurate. Changes to a position shall be incorporated in the position description to assure that the position is correctly classified/graded to the proper title, series, schedule and grade.

Section D:

Where language such as "other duties as assigned" or "performs other duties as assigned" appears in an employee's official position description, the clause shall mean those duties which must be performed and must be directly related to those duties listed in the employee's position description.

Section E:

The parties agree that the principle of equal pay for substantially equal work shall be applied to all position classifications and personnel actions in accordance with the D.C. Code.

Section F:

An employee, upon request, shall have access to organizational and functional charts, and other pertinent information directly related to the classification of his/her position.

Section G:

Violations of classification issues/equal pay for equal work shall be appealed through the procedures outlined in the District Personnel Manual, Chapter 11A, §1110.

ARTICLE 29
MERIT STAFFING

Section A - Purpose:

1. The Department shall ensure that merit promotion principles

are applied in a consistent and equitable manner to all applicants in bargaining unit positions.

2. All selections shall be based on objective, job-related selection criteria and shall be made without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, political affiliation or Union activity.

Section B:

All position within the bargaining unit shall be filled in accordance with the District's Merit Staffing Plan.

Section C:

The Department agrees that vacancy announcements shall be posted in accordance with personnel regulations for a period of at least ten (10) work days prior to the expiration date throughout the Department. If such announcements are limited to Department only, they may be posted five (5) days, consistent with District personnel regulations. Such announcements shall provide a synopsis of duties to be performed, qualifications required, any special knowledge, skills or ability that will be given consideration. The Union president or designee shall be furnished a copy of all vacancy announcements, cancellations, corrections or amendments.

Section D:

A review of an applicant's minimum qualifications shall be made by a representative of the D.C. Office of Personnel (DCOP). An applicant in the bargaining unit who is rated ineligible shall be notified by DCOP in writing. Redress, if any, shall be in accordance with the District's Merit Staffing Plan.

Section E:

If the selecting official interviews one (1) candidate, he/she shall interview all candidates in accordance with District Personnel Manual. Interviews must be job-related, reasonably consistent, and fair to all candidates, consistent with D.C. laws and regulations.

ARTICLE 30
CONTRACTING OUT

It is recognized that contracting out of work that is normally performed by employees covered by this Agreement is a mutual concern to the Department and the Union. The Department agrees to consult with the Union regarding the impact of such contracting on

on, employees covered by this Agreement. The Department agrees to abide by appropriate District rules and regulations regarding contracting out.

When there will be adverse impact to bargaining unit employees the Employer shall consult with the Union ninety (90) days prior to final action, except in emergencies. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's positions and give reasons in writing to the Union for any contracting out action.

ARTICLE 31 GENERAL PROVISIONS

Section A. - Distribution of Health Benefit Plan Brochures:

The Department through the Public Service Cluster #4, agrees to distribute the American Federation of Government Employees (AFGE) Health Benefit Plan Brochure to all eligible unit employees during open health enrollment periods, provided such brochures are made available to the Department by the Union.

Section B. - Receipt of Bi-Weekly Paychecks:

All employees shall receive bi-weekly paychecks as soon as they are sorted and distributed to the various work locations. The Department shall distribute checks once they are processed.

ARTICLE 32 REDUCTION-IN-FORCE

Section A:

The Department agrees to provide the Union with at least thirty (30) days notice prior to formal notification to employees of a proposed reduction-in-force due to reorganization or technological changes which may result in a reduction-in-force of employees in the bargaining unit. The Department further agrees to investigate alternatives for minimizing the effect on employees through reassignment, retraining, or job restructuring, restricting recruitment and other appropriate means to avoid separation of employees in full compliance with applicable laws and regulations.

Priority reemployment rights will be afforded to employees separated through reduction-in-force prior to filling vacant positions of the same or similar job classifications (except when the agency fills positions through in-service placement action) in accordance with District's reduction-in-force procedures.

Section B:

The Department shall implement all reductions-in-force in accordance with Title 1, Chapter 6, Subchapter XXV of the D.C. Code (1981 ed.) and Chapter 24 of the D.C. Personnel Regulations published in the D.C. Register.

Section C:

The Department shall implement the provisions of the Compensation Agreement for Compensation Units 1 and 2 concerning layoffs and furloughs.

ARTICLE 33
REORGANIZATION/REALIGNMENT

Prior to the Department's implementation of a reorganization/realignment, the Department shall notify the Union, in writing, and shall provide the Union with the following:

- a. a description of the purpose and nature of the changes;
- b. organizational charts both existing and proposed;
- c. mission and function statements both existing and proposed;
- d. staffing patterns both existing and proposed; and
- e. any other relevant information needed by the Union to evaluate the reorganization and its impact on the bargaining unit.

ARTICLE 34
LEAVE ADMINISTRATION

Section A - Maternity:

Absence for maternity reasons is a period of approved absence for incapacitation related to pregnancy and confinement.

The granting of leave for this purpose is a combination of leave without pay, accumulated sick leave and annual leave. A pregnant employee is entitled to use her accumulated sick leave for period she is unable to work for medical reasons certified by a physician.

The employee is required to make known to her supervisor in advance her intent to request leave for maternity reasons, including the type of leave, approximate dates, and anticipated duration

to allow the Department to arrange for any staffing adjustments which might be necessary.

Section B - Paternity Leave:

A male employee may be granted his accumulated annual leave, leave without pay or a combination of both, for purposes of assisting or caring for his minor children or the mother of his newborn child while she is incapacitated for maternity reasons.

Section C - Leave for Adoptive Parents:

Request for leave by an employee, male or female, adopting a child may be granted based on his/her accumulated annual leave, leave without pay or a combination of both.

Section D:

Leave for maternity or paternity purposes may be granted for a period of up to three (3) months and may be extended to a maximum of six (6) months. The total amount of leave that can be granted for parenting reasons, consistent with this paragraph cannot exceed one (1) year.

Section E:

An employee will remain in the position or be placed in a position of like seniority, status and pay, upon return to work unless termination is otherwise required by expiration of appointment, by reduction-in-force, for cause, or for similar reasons unrelated to the maternity absence.

Section F:

Approval of leave shall be in accordance with District policies and regulations.

Section G - Union Business Leave:

Employees elected to any Union office or selected to perform work which takes them from their employer shall submit a written request for a Leave of Absence Without Pay. A request for a leave of absence shall be submitted two (2) weeks in advance. Such requests shall contain justification and dates of commencement and termination of such leave. The Employer agrees that the initial request for a leave of absence shall not exceed one (1) year.

The Employer shall have the right to grant or deny such requests. If granted, the initial leave of absence shall not exceed one (1) year and the employee benefit costs during that period will not be borne by the District government.

Section H - Education and Training Leave:

An employee may be granted a leave of absence without pay for

up to one (1) year for educational or professional purposes. Such request must be submitted at least six (6) weeks in advance. The continuation of benefits shall be consistent with District's regulations and policies.

Section I - Military and Reserve Component:

The parties agree that this section is placed in the Agreement for information purposes only and does not constitute as having been negotiated this term. If there is a conflict between District policy and regulation regarding military and reserve components as stated herein, District policy and regulations shall prevail.

Members of the reserve components of the Armed Forces are entitled to leave with pay for a maximum of fifteen (15) calendar days in a calendar year upon submission of proper orders.

Members of the D.C. National Guard are entitled to unlimited military leave without loss of pay for all days of service for any parade or encampment which the D.C. National Guard, or any portion thereof, may be ordered to perform by the Commanding General, but does not include time spent on weekly drills and meetings of the D.C. National Guard. Notwithstanding the above, additional military leave with pay will be granted to members of the reserve component of the armed forces of the National Guard for the purpose of providing military aid to enforce law for a period not to exceed twenty-two (22) work days in a calendar year.

Section J - Call-In-Time:

Request for leave for illness or emergencies are required at least one (1) hour prior to or within the first hour of the scheduled tour of duty. All requests shall be called in to the employee's immediate supervisor. If the immediate supervisor is not on duty, or cannot be reached, the employee should call the next designated supervisor or manager's office. The supervisor receiving the call shall convey the request to the proper supervisor.

Section K - Leave for Death in the Family:

In the event of a death in an employee's immediate family (grandparents, parents, spouse, children, brother or sister, mother or father-in-law, brother or sister-in-law, son or daughter-in-law) every effort will be made to grant the employee's request for annual leave or leave without pay.

ARTICLE 35
NO STRIKE OR LOCKOUT

Section A:

Under the provisions of Section 1705 of D.C. Law 2-139, it is unlawful to participate in, authorize or ratify a strike.

Section B:

The term strike as used herein means a concerted refusal perform duties or any unauthorized concerted work stoppage or a down.

Section C:

No lockout of employees shall be instituted by the Employer during the term of this Agreement, except that the Department in strike situation retains the right to close down any facilities a provide for the safety of employees, equipment or the public.

ARTICLE 36
SAVINGS CLAUSE

In the event any Article, Section or portion of the Agreement should be held invalid and unenforceable by any Court or higher authority of competent jurisdiction, such decision shall apply on to the specified Article, Section or portion thereof specified in the decision; and upon issuance of such a decision, either party may demand immediate negotiation for a substitute for the invalidated Article, Section, or portion thereof.

ARTICLE 37
DURATION AND FINALITY OF AGREEMENT

Section A:

This Agreement shall remain in full force and effect until September 30, 1990. The Agreement will become effective upon the Mayor's approval subject to the provisions of D.C. Code §1-618.15 (1987 ed.) and ratification by the Union. If disapproved because of certain provisions are asserted to be contrary to applicable law or if not ratified by the Union the parties shall meet within thirty (30) days to negotiate a legally constituted replacement provision or the offensive provision shall be deleted.

Section B:

The parties acknowledge that this contract represents the complete Agreement arrived at as a result of negotiations during which both had the unlimited right and opportunity to make demand and proposals with respect to any negotiable subject or matter. The Employer and the Union agrees to waive the right to negotiate with respect to any subject or matter referred to or covered or not specifically referred to or covered in this Agreement for the duration of this contract, unless by mutual consent or as provide in this Agreement.

Section C:

In the event that a state of civil emergency is declared by the Mayor (civil disorders, nature disasters, etc.) the provisions of this Agreement may be suspended by the Mayor during the time of emergency.

Section D:

This Agreement shall remain in effect until September 30, 1990 in accordance with Section A of this article, and will be automatically renewed for three (3) year periods thereafter unless either party gives to the other party written notice of intention to terminate or modify the Agreement no later than May 4, 1990.

Section E:

All terms and conditions of employment not covered by the terms of this Agreement shall continue to be subject to the Employer's direction and control provided, however, that if the Employer desires to institute a major change that has a significant impact upon the term(s) or condition(s) of employment of the entire bargaining unit or any group of bargaining unit employees the Employer shall provide the Union with advance notice and upon written request of the Union the parties shall promptly negotiate the impact of such change.

MEMORANDUM OF UNDERSTANDING

The parties agree that the issues of child care and flexible work schedules are appropriate subjects for labor-management discussions. Therefore, the parties agree that during the term of the contract either party may initiate discussions regarding these topics. Further, the Union will be given the opportunity to present to the Department information it has with respect to these items.

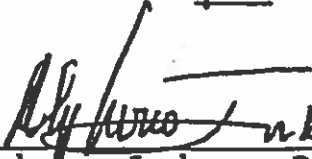
Louise Smothers
Louise Smothers, President
American Federation of
Government Employees, Local
2725


Karen-Ann Melchby for MP
Michelle Peterson
Labor Relations Officer
D.C. Office of Labor Relations
and Collective Bargaining


Date: 12-13-88


Date: 12-13-88

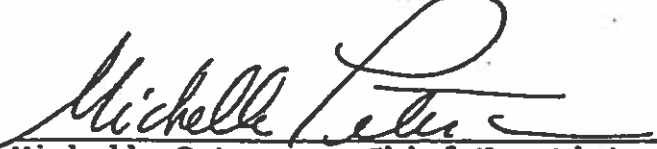
IN WITNESSES THEREOF, the parties have entered into this Agreement on this 13 day of December, 1988.

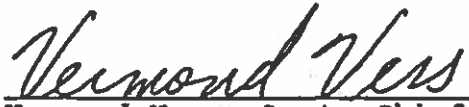

Alphonso Jackson, Director
Department of Public and Assisted
Housing


Louise Smothers, President
Local 2725, American Federation
of Government Employees, AFL-CIO


David Dennison
Director, Department of Housing
and Community Development


Theodore Richardson, First Vice
President, Local 2725, American
Federation of Government
Employees, AFL-CIO


Michelle Peterson, Chief Negotiator
D.C. Office of Labor Relations and
Collective Bargaining

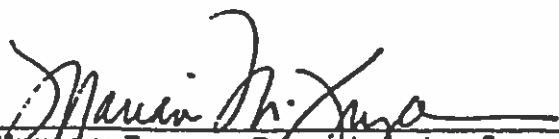

Vermont Vess, Asst. Chief
Steward, Local 2725, American
Federation of Government
Employees, AFL-CIO

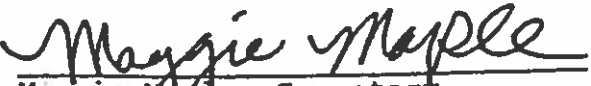

Nancy Holt, Department of Public
and Assisted Housing

Patricia Allen, Negotiation
Committee Member, Local 2725
American Federation of Govern-
ment Employees, AFL-CIO

Dayton Watkins, Department of
Housing and Community Development

Lolita Givens, Union Steward
(DHCD), Local 2725, American
Federation of Government
Employees, AFL-CIO


Marian Fryer, Department of
Housing and Community Development


Maggie Maple, Secretary
Local 2725, American Federation
of Government Employees, AFL-CI

Frances Sloan
Frances Sloan, Department of Housing
and Community Development

Arkei A. Shareef
Arkei A. Shareef, Union Steward
Local 2725, American Federation
of Government Employees, AFL-C

Alphonzo W. Johns
Alphonzo Johns, Department of
Housing and Community Development

Terrie Bjorklund
Terrie Bjorklund, Attorney to
Local 2725, American Federation
of Government Employees, AFL-C

Moses Wilds, Jr., Department of
Housing and Community Development

Lola Black, D.C. Office of
Personnel

APPROVAL

This Collective Bargaining Agreement Between the District of Columbia Government and the American Federation of Government Employees (AFGE), Local 2725, dated December 13, 1988 has been reviewed in accordance with Section 1715(a) of the District of Comprehensive Merit Personnel Act (CMPA) of 1978 (§1-347.15, D.C. Code, 1973 Edition, Supplement VII, 1980) and is hereby approved this 27th day of January, 1989.


Marion Barry, Jr.
Mayor

**DISTRICT OF COLUMBIA GOVERNMENT
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
HOUSING PRODUCTION TRUST FUND ADVISORY BOARD**

AGENDA

Thursday, October 19, 2017 at 10:30 am
DHCD, Room 318

1. Welcome - Susanne Slater, Chairperson
2. Approval of minutes/notes – *note – DHCD can send ahead of the meeting.
3. DHCD Director's Updates
 - a) FY 2017 RFP results
 - b) Upcoming RFP
4. New Communities Update – Angie Rodgers, Director, New Communities Initiative, Office of the Deputy Mayor for Planning & Economic Development
5. Discussion Points:
 - a) 2018 Listening Sessions
 - b) 2018 Meeting Schedule
6. Public Comments
7. Adjournment

**DISTRICT OF COLUMBIA GOVERNMENT
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
HOUSING PRODUCTION TRUST FUND ADVISORY BOARD**

AGENDA

Tuesday, November 21, 2017 at 10:30 am
DHCD, Room 318

1. Welcome - Susanne Slater, Chairperson
2. Approval of minutes/notes
3. DHCD Director's Updates
4. Introduction of Mayoral Nominees to the Trust Fund Board
5. 2018 HPTF Board Meeting Schedule (monthly or bi monthly)
6. Preservation Fund Update
7. EAHP Enhancements
8. NOFA/RFA November 30, 2017
9. Adjournment

**DISTRICT OF COLUMBIA GOVERNMENT
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
HOUSING PRODUCTION TRUST FUND ADVISORY BOARD**

DRAFT AGENDA

Thursday, December 21, 2017 at 10:30 am
DHCD, Room 318

1. Welcome - Susanne Slater, Chairperson
2. Approval of minutes/notes
3. Presentation-Housing Authority Director, Tyrone Garrett
4. DHCD Director's Updates
5. 2018 HPTF Board Meeting Schedule (monthly or bi monthly)
6. HPTF Board Retreat
7. Adjournment

**DISTRICT OF COLUMBIA GOVERNMENT
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
HOUSING PRODUCTION TRUST FUND ADVISORY BOARD**

AGENDA

Thursday, February 22, 2018 at 10:30 am
DHCD, Room 318

1. Welcome - Susanne Slater, Chairperson
2. Minutes
3. DHCD Director's Updates – Polly Donaldson, Director
 - a. Introduction of HPTF new member
 - b. Announcement of HPTF nominee
 - c. NAHRO Tour on 2/19/18
 - d. DHCD Connection – Monthly Newsletter
4. 2017 Winter RFP and NOFA – Polly Donaldson, Director
5. Update on HPTF Closing and Pipeline – Erin Wilson, Deputy Manager, Development Finance Division
6. Preservation Fund Update – Allison Ladd, Deputy Director
7. DOPA Draft Regulations Update – Allison Ladd, Deputy Director
8. Performance Oversight Hearing Update – Danilo Pelletiere, Senior Policy Adviser
9. Adjournment

HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

AGENDA

THURSDAY, MARCH 22, 2018

10:30 am

DHCD ROOM #318

1. WELCOME Susanne Slater, Chairperson

2. MINUTES

3. DHCD DIRECTOR'S UPDATE Polly Donaldson, Director
 - a. Introduction of HPTF new member(s)
 - b. Mayor Bowser's FY 19 Budget
 - c. DC Auditor's Report
 - d. Introduction of Housing Preservation Officer
 - e. CNHED Housing for All Rally
 - f. DMPED Roots to Roofs Housing Campaign

4. FANNIE MAE MULTIFAMILY PROGRAMS & INITIATIVES Maria Evans, Fannie Mae

5. PRESERVATION FUND UPDATE Allison Ladd, Deputy Director
Ana Van Balen, Housing
Preservation Officer

6. ADJOURNMENT

HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

MEETING MINUTES

THURSDAY, MARCH 22, 2018

10:30 am

DHCD ROOM #318

WELCOME

Susanne Slater, Chairperson

The DHCD Housing Production Trust Fund Advisory Board convened in Room #318, 1800 Martin Luther King Jr. Ave. SE, Washington, DC., pursuant to notice at 10:30am., Susanne V. Slater, Chair, presiding.

Advisory Board Members Present:

Susanne V. Slater, Chair

Jim D. Knight

Sue Ann Marshall*

Robert H. Pohlman*

David J. Roodberg

Polly Donaldson,, ex officio

Also present:

Maria Baker, Fannie Mae

Chris Dickersin-Prokopp, DFD Manager

Allison Ladd, Deputy Director DHCD

Danilo Pelletiere, Senior Advisor DHCD

* present via telephone

DHCD DIRECTOR'S UPDATE

Polly Donaldson, Director

DHCD Director Polly Donaldson provided updates on Mayor Bowser's FY 19 Budget. This year's budget is a \$14.5 billion budget and has a lot of features to it. It includes another investment of \$100 million for the Housing Production Trust Fund. Additionally, the budget provides another \$10 million for the preservation fund. The DHCD budget hearing is scheduled for April 13, 2018 and April 17, 2018.

The DC Auditor report on the HPTF was released. The audit covered the financial management of the Trust Fund and there were some clear misunderstandings and disconnects about the purpose of the fund as presented in the report. We are interested in

doing more public education on the repayment process with key stakeholders, especially the Council.

Congratulations to CNHED for a successful 'Housing for All' rally.

FEDERAL BUDGET UPDATES

Danilo Pelletierre

Danilo Pelletierre provided updates on the FY19 Federal budget. The budget provides \$4.6 billion additional program funding in HUDs budget. It's \$12 billion above the President's request for FY18.

Section 8-11, mainstream vouchers, will increase from \$120 million to \$505 million.

CDBG will receive the largest increase, as section 202 for the elderly program for the first time in a very long time.

FANNIE MAE PRESENTATION

Maria Baker

Maria Baker of Fannie Mae provided a presentation of their multi-family housing programs. The presentation was done via MS PowerPoint.

DFD UPDATES & HPTF

Chris Dickersin-Prokopp

Chris Dickersin-Prokopp provided updates on the HPTF. DHCD received 28 applications for funding which translates into \$300 million in requests for gap financing. The HPTF also had 9% tax credits available during this funding cycle.

HPTF is being used for some TOPA projects. Many of the units under TOPA are in the 51 to 80 percent MFI category, largely at the 60 percent MFI limit. This is skewing the targeted 30% MFI target for the HPTF.

PRESERVATION FUND

Allison Ladd

Allison Ladd provided a brief update on the Preservation Fund. The Fund Managers have been selected, LISC DC and Capital Impact Partners. They will both be getting \$5 million each of the \$10 million to leverage an additional \$15 million from each equity. There will also be an additional \$10 million for next year should Mayor Bower's budget pass. There were five applications and in the end we think we picked the two best proposals for what we were trying to accomplish.

The meeting was adjourned at 12:08pm.

HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

AGENDA

THURSDAY, APRIL 26, 2018

10:30 am

DHCD ROOM #318

- | | |
|----------------------------------|--|
| 1. WELCOME | Susanne Slater, Chairperson |
| 2. MINUTES | |
| 3. DHCD DIRECTOR'S UPDATE | Polly Donaldson, Director |
| a. FY 19 Budget | |
| b. HPTF Rescheduled Meeting Time | |
| c. Honoring Bob Puhlman | |
| 4. DFD UPDATES | Chris Dickerson-Prokopp
DFD Manager |
| 5. #ROOTSTOROOFSDC | Gwen Cofield,
Communications Director |
| 6. ADJOURNMENT | |

HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

AGENDA

THURSDAY, MAY 24, 2018

12:30 pm

DHCD ROOM #318

- | | |
|---|---|
| 1. WELCOME | Susanne Slater, Chairperson |
| 2. MINUTES | |
| 3. DHCD DIRECTOR'S UPDATE | Polly Donaldson, Director |
| a. FY 19 Budget – BSA subtitles | |
| b. AFFH Updates | |
| 4. DFD UPDATES & HPTF
QUARTERLY & ANNUAL REPORTS | Chris Dickersin-Prokopp
DFD Manager |
| 5. SINGLE FAMILY REHABILITATION
PROGRAM OVERVIEW | Sara Imhulse
Program Manager |
| 6. LEAD SAFE WASHINGTON | Lamont Lee
Supervisory Program Manager |
| 7. 2018 HOUSING EXPO | Pamela Hillsman
Special Projects Coordinator |
| 8. ADJOURNMENT | |

HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

MEETING MINUTES

THURSDAY, MAY 24, 2018

12:30 pm

DHCD ROOM #318

WELCOME

Susanne Slater, Chairperson

The DHCD Housing Production Trust Fund Advisory Board convened in Room #318, 1800 Martin Luther King Jr. Ave. SE, Washington, DC., pursuant to notice at 12:30 pm, Susanne V. Slater, Chair, presiding.

Advisory Board Members Present:

Susanne V. Slater, Chair

Sue Ann Marshall

David J. Roodberg

Lakeeshia Fox*

Polly Donaldson, ex officio

Also present:

Chris Dickersin-Prokopp, DHCD DFD Manager

Cecelia Walker, DHCD PAMD Manager

Lamont Lee, Senior Program Manager

Sara Imhulse, SFRP Program Manager

Danilo Pelletiere, Senior Advisor DHCD

Terrance Laney, Special Assistant DHCD

* present via telephone

Susanne Slater gave brief remarks of condolence for the family of Bob Pohlman.

MINUTES

Minutes for the March 22, 2018 HPTF meeting were reviewed. David Roodberg made a motion to adopt the minutes. The motion was seconded by Sue Marshall. The minutes were approved unanimously by voice vote.

DFD UPDATES & HPTF

Chris Dickersin-Prokopp

Chris Dickersin-Prokopp provided updates on the HPTF. A chart with updated information about HPTF closings since 2015 was given to each member of the HPFT advisory board.

The progression towards achieving the statutory requirements for HPTF funds by AMI bucket was noted with the exception of FY 17, where the increased number of TOPA projects skewed the targeted AMI goals in that year. There was a brief discussion of how TOPA projects will use the Housing Preservation Fund in the future. David Roodberg requested to see an HPTF data table that excluded TOPA projects.

Members of the HPTF Advisory Board asked questions on how to improve funding of projects for 30% MFI residents. David Roodberg suggested providing operating subsidies for projects or changing regulations to fund more than 49% of low income projects.

Chris Dickersin-Prokopp will provide updates about the 2017 Fall RFP at the next HPTF meeting.

SINGLE FAMILY REHABILITATION PROGRAM

Sara Imhulse

Sara Imhulse provided a brief presentation about the Single Family Rehabilitation Program which is funded by the Housing Production Trust Fund. Single Family Residential Rehabilitation (SFRRP) 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.

SFRRP 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

LEAD SAFE WASHINGTON PROGRAM

Lamont Lee

Lead Safe Washington's (LSW) primary goal is to create lead safe affordable housing for low-to-moderate income families with children under the age of six.

LSW is designed to maximize the control and reduction of lead hazards in privately owned properties through a comprehensive plan of lead hazard control and reduction, using significant funding from HUD's Office of Healthy Homes and Lead Hazard Control (OHHLHC) and the District's leveraged local Housing Production Trust Funds monies.

DHCD DIRECTOR'S UPDATE

Polly Donaldson, Director

DHCD Director Polly Donaldson provided updates on the FY 19 Budget Support Act and its implications on DHCD programs. The Director highlighted changes to make the information about HPTF loan compliance more accessible to the public, reverse mortgage assistance programs and assistance for common interest communities to make repairs and upgrades. The Director also provided an update on the District's response to the Affirmatively Furthering Fair Housing rule which has been delayed/suspended by HUD. The Director invited members and the public to attend the 2018 DHCD Housing Expo on June 9, 2018.

The meeting was adjourned at 1:58pm.

HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

AGENDA

THURSDAY, JUNE 28, 2018

12:30 PM

DHCD ROOM #318

- | | |
|--|---|
| 1. WELCOME | Susanne Slater, Chairperson |
| 2. MINUTES | |
| 3. DHCD UPDATE | Danilo Pelletiere, Senior Policy
Advisor |
| 4. HOUSING PRODUCTION
TRUST FUND UPDATE | Chris Dickersin-Prokopp, DFD
Manager |
| 5. ADJOURNMENT | |

HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

MEETING MINUTES

THURSDAY, JUNE 28, 2018
12:30 pm
DHCD ROOM #318

WELCOME

Susanne Slater, Chairperson

The DHCD Housing Production Trust Fund Advisory Board convened in Room #318, 1800 Martin Luther King Jr. Ave. SE, Washington, DC., pursuant to notice at 12:30 pm, Susanne V. Slater, Chair, presiding.

Advisory Board Members Present:

Susanne V. Slater, Chair
Sue Ann Marshall
David J. Roodberg
Jim Knight
Stan Jackson
Charles Lowery*

Also present:

Chris Dickersin-Prokopp, DHCD DFD Manager
Erin Wilson – DHCD DFD Manager
Ashley Johnson – Hare PAMD
Danilo Pelletiere, Senior Advisor DHCD
Terrance Laney, Special Assistant DHCD
* present via telephone

MINUTES

Minutes for the May 24, 2018 HPTF meeting were reviewed. David Roodberg made a motion to adopt the minutes. The motion was seconded by Sue Marshall. The minutes were approved unanimously by voice vote.

DHCD

Danilo Pelletiere, Senior Advisor

DHCD Senior Advisory Danilo Pelletiere provided updates on the FY 19 Budget Support Act and its implications on DHCD programs. Mr. Pelletiere highlighted changes to make the information about HPTF loan compliance more accessible to the public, reverse mortgage assistance programs and assistance for common interest communities to make repairs and upgrades. It was also noted that the HPTF will be funded at \$100 million for an additional fiscal year.

DFD UPDATES & HPTF

Chris Dickersin-Prokopp

Chris Dickersin-Prokopp provided updates on the HPTF. A chart with updated information about HPTF closings since 2015 was given to each member of the HPFT advisory board.

Members of the HPTF Advisory Board asked questions on how to improve funding of projects for 30% MFI residents.

Jim Knight suggested that the next several meetings focus on strategies and ideas to help the HPTF meet its statutory requirement to fund projects at 30% AMI. There was general consensus to have outside agencies or policy experts provide suggestions at upcoming meetings.

Stan Jackson strongly support Jim Knight's suggestion to focus on increasing funding for projects at 30% AMI. Mr. Jackson urged HPTF to look at factors driving the need for highly subsidized housing.

David Roodberg suggested looking at project-based vouchers and increasing funding and the availability of funding.

The meeting was adjourned at 1:28pm.

HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

AGENDA

THURSDAY, JULY 26, 2018

12:30 PM

DHCD ROOM #318

- | | |
|---|---|
| 1. WELCOME | Susanne Slater, Chairperson |
| 2. INTRODUCTION | Charles Lowery, HPTF
Advisory Board Member |
| 3. MINUTES | |
| 4. DHCD UPDATE | Polly Donaldson, Director |
| a. Introduction Deputy DFD Manager Reshma Holla | |
| 5. HOUSING PRODUCTION
TRUST FUND UPDATE | Erin Wilson, DFD Deputy
Manager |
| 6. HOUSING CHOICE VOUCHERS | Tyrone Garrett, DC Housing
Authority |
| 7. OPPORTUNITY ZONES | Sharon Carney, DMPED |
| 8. ADJOURNMENT | |

HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

MEETING MINUTES

THURSDAY, JULY 26, 2018

12:30 pm

DHCD ROOM #318

WELCOME

Susanne Slater, Chairperson

The DHCD Housing Production Trust Fund Advisory Board convened in Room #318, 1800 Martin Luther King Jr. Ave. SE, Washington, DC., pursuant to notice at 12:34 pm, Susanne V. Slater, Chair, presiding.

Advisory Board Members Present:

Susanne V. Slater, Chair (SS)
Sue Ann Marshall (SM)
David J. Roodberg (DR)
Jim Knight (JK)
Polly Donaldson (PD)
Lakeeshia Foxx* (LF)
Charles Lowery* (CL)

Also present:

Allison Ladd – DHCD Deputy Director (AL)
Ana Van Balen – DHCD Housing Preservation Officer
Erin Wilson – DHCD DFD Deputy Manager (EW)
Ashley Johnson – Hare PAMD
Ken Wright – DCHD PAMD
Danilo Pelletiere, DHCD Senior Advisor
Terrance Laney, DHCD Special Assistant
Tyrone Garrett – DC Housing Authority Executive Director (TG)
Ron McCoy – DC Housing Authority
Sharon Carney – DMPED (SC)
Jonathan Kayne –DMPED (JK)
Scott Burton – CNHED
* present via telephone

MINUTES

Minutes for the June 28, 2018 HPTF meeting were reviewed. David Roodberg made a motion to adopt the minutes. The motion was seconded by Sue Marshall. The minutes were approved unanimously by voice vote.

HOUSING VOUCHER PROGRAMS

Tyrone Garrett, DCHA

In DC, DCHA administers several voucher programs to help low- and moderate-income residents find affordable housing by providing vouchers to help participants pay rent in privately owned properties across the city.

The Housing Choice Voucher Tenant-Based Program provides rental assistance to eligible families or individuals who find their own housing (single-family homes, townhouses and apartments) as long it meets the requirements of the program.

In the Housing Choice Voucher Project-Based Program and the Moderate Rehabilitation Program, DCHA links the subsidy payments to specifically designated HCVP units at numerous apartment communities throughout DC. The tenants cannot keep the voucher subsidy if they choose to move, unlike the tenant-based vouchers.

DCHA also administers a separate program, the District of Columbia Local Rent Subsidy Program (LRSP), which is modeled on the federal program but funded by the District of Columbia government. The program provides 700 tenant-based vouchers, but participants holding these vouchers cannot move out of the District.

To support development projects that would increase the supply of affordable housing for households at or below 30% AMI, DCHA is exploring avenues to create more project based vouchers. DCHA is exploring using Housing Authority revenue to create resources for projects that would provide more units for extremely low income residents.

SM: It's important to note that the LRSP is funded with local money. Is the budget amount fixed or does it expand?

TG: Yes, it is a local funded program. We understand that as housing costs increase the voucher program should reflect that.

DR: Does the value of the voucher vary?

TG: Yes, it depends on the size of the unit etc., On average \$1.9 million in funding yields 100 units.

TG: Another avenue for us to discuss preservation of deeply subsidized units is the ACC (Section 8 Annual Contributions Contract) which allows for the minimum one for one replace of units. DCHA provides the private developer with the proposed unit sizes after performing analysis of its waiting list and assessing other market considerations.

DCHA is willing to host a workshop on ACC in August if those are interested.

PD: Yes, let's follow up. I think August is the appropriate time to have that conversation because we will begin taking proposals in September.

SS: Yes, it is obvious that meeting the HPTF AMI goals, especially at 30% and below AMI will require outside resources including DCHA, non-profit developers and philanthropy.

JK: After brainstorming on this issue of increasing production of housing for low-income residents, it appears to get more and more complicated. There is not just one answer.

DHCD Update

Polly Donaldson, DHCD Director

Director Donaldson thanked the HPTF Advisory Board for meeting in her absence and acknowledged the productive conversation the board had in June.

The next RFP will launch next week on July 31. Please help us to spread the word and let folks know that we will also have an orientation to walk interested organizations through the process.

DHCD has held several public hearings and information sessions in the past several weeks including to hearings on the Vacant to Vibrant program (Kennedy St. and Casey Trees Conservation Sites), the 2019 Action Plan and Single Family Home TOPA Exemption. We are still taking comments on the Action Plan until August 13 and I would encourage members of the HPTF to send comments because of the important work you do within affordable housing.

The Oramenta Newsome Predevelopment Fund, which honors our colleague is still accepting applications. We ask that you all encourage your partners and others in the industry to apply for these important funds.

The Preservation Fund is making substantial progress, including talking with some developers about potential projects. We should be able to report back very soon.

Chris Dickersin-Prokopp has resigned from his position as DFD Manager. Chris made substantial contributions to DHCD and the DFD and he will be missed. Erin Wilson, DFD Deputy Manager will continue to serve in her role and additionally we have hired Reshma Holla to join the DFD team as Deputy Manager.

DFD UPDATES & HPTF

Erin Wilson, DFD Deputy Manager

Erin Wilson provided those in attendance with the DFD Pipeline Projects: FY 18 Closings and Pipeline spreadsheet. DFD is set to close on \$125 million by the end of the fiscal year. As of today, more than \$98 million has been committed in Housing Production Trust Fund dollars.

JK: Does DFD do forensic analysis on LRSP's impact on and the number of units produced per year?

EW: Each month we provide an update on units by AMI levels but no, we don't tie that to LRSP.

JK: It would be great if we could investigate and find out if there is relationship between LRSP funding, Trust Fund dollars and number of units produced within a given year.

AL: That's a great point, we can work to provide more information on the number of units and look how we can present that data to you at the next meeting.

OPPORTUNITY ZONES

Sharon Carney & Jonathan Kayne DMPED

Sharon Carney and Jonathan Kayne from the Deputy Mayor for Planning and Economic Development provided those in attendance with a PowerPoint presentation on Opportunity Zones.

Created in the Tax Cuts and Jobs Act of 2017, Opportunity Zones is a new federal program that provides tax incentives for investments in new businesses and commercial projects in low-income communities. On April 20, Mayor Bowser nominated 25 census tracts to be Opportunity Zones. The U.S. Department of Treasury certified these tracts on May 18, 2018.

These tracts demonstrate both robust **need** for investment (that can create commercial/retail activity and jobs) and significant **investment opportunities**, such as real estate projects and commercial corridors.

- Average unemployment rate: 22.2%, compared to 18.7% for all eligible tracts and 17.4% for non-selected tracts
- Average percentage of population below the poverty line: 32.2%, compared to 27.6% for all eligible tracts and 26.0% for non-selected tracts
- 72.0% are located in Wards 7 or 8, compared to 49.5% of all eligible tracts and 42% of non-selected tracts
- Average commercial density: 20.2%, compared to 16.3% of all eligible tracts and 15.0% of non-selected tracts.

DR: There would be a considerable need for investors or developers to determine if they should choose between LIHTC and what the IOR would be for their project. This seems to be more suited for those interested in rental housing.

JK: Yes, there are a host of things for investors to consider. Some may be interested in offsetting capital gains taxes for a period of 5 years. Yet the biggest value holding the investment for

SC: There are significant aspects of these investment tools which would be very attractive to social impact investors interested in a cause such as low-income housing.

JK: Right, these great for projects models that produce multi-family rental units.

SS: I would like to know more about how Opportunity Zones could create more opportunities for home ownership

PD: Please be advised that the August meeting has been canceled. We will work on our follow-up items and continue our conversation in September.

David Roodberg motioned to adjourn the meeting. The motion was seconded by Sue Marshall. All voted in favor. The meeting was adjourned at 2:07pm.

HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

AGENDA

THURSDAY, SEPTEMBER 27, 2018
12:30 PM
DHCD ROOM #318

- | | |
|--|--|
| 1. WELCOME | Susanne Slater, Chairperson |
| 2. MINUTES | |
| 3. DHCD UPDATE | Polly Donaldson, Director |
| 4. LEGISLATIVE UPDATE | Danilo Pelletierre
Senior Advisor |
| 5. PRESERVATION UPDATE | Ana Van Balen
Housing Preservation Officer |
| 6. HOUSING PRODUCTION
TRUST FUND UPDATE | Erin Wilson, DFD Deputy
Manager |
| 7. DMPED
Neighborhood Prosperity Fund | Sybongile Cook, Great Streets
& Retail Director |
| 8. ADJOURNMENT | |

**HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA**

MEETING MINUTES

THURSDAY, SEPTEMBER 27, 2018
12:30 pm
DHCD ROOM #318

WELCOME

Susanne Slater, Chairperson

The DHCD Housing Production Trust Fund Advisory Board convened in Room #318, 1800 Martin Luther King Jr. Ave. SE, Washington, DC., pursuant to notice at 12:38 pm, Susanne V. Slater, Chair, presiding.

Advisory Board Members Present:

Susanne V. Slater, Chair (SS)
David J. Roodberg (DR)
Jim Knight (JK)
Polly Donaldson (PD)
Lakeeshia Fox (LF)
Charles Lowery*
Stanley Jackson (SJ)

Also present:

Allison Ladd – DHCD Deputy Director (AL)
Ana Van Balen – DHCD Housing Preservation Officer (AVB)
Erin Wilson – DHCD DFD Deputy Manager (EW)
Reshma Holla – DHCD DFD Deputy Manager (RH)
Danilo Pelletiere, DHCD Senior Advisor (DP)
Terrance Laney, DHCD Special Assistant
Richard Livingstone, DHCD Special Assistant
Joseph Knackstedt, DHCD DFD Project Manager
Celia Walker – DHCD PAMD Manager
Sybongile Cook – DMPED Great Streets and Retail Director
* present via telephone

MINUTES

Minutes for the July 26, 2018 HPTF meeting were reviewed. Jim Knight requested an addition be made before the DHCD Update section of the minutes to reflect an inquiry he made regarding the ability to reach 30% AFI with project based LRSP funds. The addition was made and Jim Knight made a motion to adopt the minutes. The motion was seconded by Stanley Jackson. The minutes were approved unanimously by voice vote.

DHCD UPDATE

Polly Donaldson, DHCD

First, an update on the efforts to rehouse the seniors at Arthur Capper. As you may be aware, there was a three-alarm fire at the Arthur Capper Senior building last Wednesday afternoon, we could see it from the building. Thankfully, there have been no serious injuries reported at this time, however, all 161 senior residents have been displaced.

DHCD is working with the Office of the Tenant Advocate, DC Housing Finance Agency, and the DC Housing Authority who are leading the effort to help the families find new homes. We're helping by asking our community for information on vacant 1-bedroom units, preferably UFAS-compliant/accessible units for immediate occupancy. Please let us know as soon as possible (help.capperresidents@dc.gov).

Second, introducing Richard Livingstone, new Special Assistant for DHCD and new point of contact for the HPTF Board. Richard comes to DHCD from the Mayor's Office where he served as Ward 2 Liaison. Before that he worked at the George Washington University where he also received his Bachelor's in addition to a Master's in Public Administration. He came to DC for college as never left as he tells it.

Finally, join us at the new Delta Towers Groundbreaking Event on 10/1/18 at noon, 1400 Florida Ave. NE. Delta Towers will be an affordable senior housing building adjacent to the existing Delta Tower Apartments building. This will also be an opportunity for Mayor Bowser to announce our FY 18 investments in HPTF as it's the beginning of a new fiscal year. The number is historic and remarkable so stay tuned.

JK: To help with Capper Senior bldg., what if we know of a building coming online in 3 to 4 months?

PD: You can share that information with us also, but the priority right now is immediate housing opportunities.

JK: Will the seniors have subsidy?

PD: DCHA is leading the effort to rehouse and will be looking in their own inventory and for units that already have subsidy. The Capper property had an ACC subsidy.

LEGISLATIVE UPDATE

Danilo Pelletiere, DHCD

We're following Council actions on rent control, evictions and related items. Generally, there was support for the emergency legislation that passed over the summer. The debate during the eviction bills hearing focused on public/off site storage options.

PRESERVATION UPDATE

Ana Van Balen, DHCD

The DC Housing Preservation Strike Force recommended six critical strategies to preserve affordable housing in the District. Four of these have been the focus of FY 18 including creating the preservation unit, executing the preservation fund for FY 18, implementing DOPA, and relaunching the Small Building Program which we'll update on now.

For the preservation fund, Mayor Bowser invested \$10 million in local funds for the preservation fund in FY 17 and FY 18. At the same time, we also selected two fund managers, Capital Impact Partners and LISC-DC. We hope to go public with fund terms shortly so keep your eyes open for a press release.

With DOPA, we're working earnestly to finalize regulations and launch in October. Properties are eligible for DOPA if they have five or more units and 25% or more of those units are affordable at 50% of MFI. Currently the district does not plan to purchase properties ourselves but instead will assign our rights to a pool of developers selected through a request for proposal for pre-qualified developers. The DOPA process will occur alongside, but is subordinate to, TOPA. We will conduct a stakeholder engagement meeting in October so please plan on attending.

Finally, the Small Buildings Grant Program will provide funds for limited systems replacement and other key repairs to eligible property owners of multi-family rental housing of five to 20 units. The maximum grant amount is \$25,000 per dwelling with a maximum of \$200,000 per project.

A discussion ensued on concern in the market for incentives down the road for DHCD to further assist a project financially now that there are private fund managers for the preservation fund. Further discussion was conducted on DOPA including efforts the agency would have to undertake to execute DOPA concurrently with TOPA and outreach activities to promote the opportunity.

SJ: Is the minimum affordability period of 10 years for the preservation fund too short?

AVB: There will likely be other longer-term financing on these projects that requires longer affordability, 10 years is just the minimum.

SJ: For DOPA, could you aggregate properties to get to the 5+ units threshold.

DP: We haven't finalized the regulations but it's reasonable to assume if you're bundling a sale of 5+ units it would qualify for DOPA.

JK: What opportunity is there for developers to interface with tenants for DOPA the way they do intensively for TOPA?

AVB: Successful submissions will include reference to tenants wishes.

RD: Will the DOPA process be attractive to developers? How many?

AVB: This is all yet to be seen. We hope.

JK: What does affordability mean for a DOPA project? Is affordability negotiated with tenants like TOPA?

AVB: RFP requires an affordability plan to be submitted.

HOUSING PRODUCTION TRUST FUND UPDATE **Erin Wilson, DHCD**

As we come to the end of FY 18, we're happy to report an investment of \$167,638,286 creating 1,626 units. This is an increase in previous year investments which were 67M in FY 15, 106M in FY 16, and 138M in FY 17. Additionally, of the units created in FY 18, 30% were affordable at 30% of MFI, 57% at 50% AMI and the remaining balance at 80% AMI meaning that a majority, or 87% of units, are affordable at 50% AMI or below. Across all funding sources, it's over 1700 units and \$178M. This huge investment does however mean the fund balance is declining but Mayor Bowser is committed to funding HPTF at \$100 million every FY. Since 2015, we've created over 6,000 units and the goal for the next four years is 10,000. All told, across all housing resources in the city, there's \$1B in investments.

DFD was acknowledged for all the hard work that went into making this possible including Erin and Reshma, but also the 9 Project Managers who work daily to get the money out the door on projects that deliver affordable housing for district residents.

Attendees were reminded of the Oramenta Newsome fund of \$2 million to help non-profit developers finance affordable housing. Developments can receive loans up to \$100,000 per project. Please encourage people to apply.

A discussion ensued on promoting these efforts far and wide including to whom and how the fund could be discussed, noting current efforts through Roots to Roofs to promote individual stories.

JK: How were you able to improve on increasing affordability from previous years?

EW: Two things, the requirement since 2016 for 50% and below, as well as income targets put in RFPs.

SJ: Did we increase subsidy to get to the lower MFIs?

EW: The level of subsidy is similar to past years. One item of note is that increasing construction costs are huge.

NEIGHBORHOOD PROSPERITY FUND **Sybongile Cook, DMPED**

The Neighborhood Prosperity Fund is \$3 million to provide gap-financing to non-residential parts of mixed-use developments. There are no project amount limits. The fund was piloted in FY 17 with two projects, one in Penn Branch and the other in Bellevue. We're about to announce a second round of five projects from FY 18. Projects must have at least 50% of their retail space spoken for with LOIs so we ensure we're investing in viable spaces. Additionally, eligibility is determined to be census tracts with 10% of higher unemployment. Money from the fund can be used on renovation, pre-construction costs, construction costs, etc. We just require that fund recipients break ground before the end of the next FY, in this case 9/30/19.

A discussion ensued on opportunities to partner with additional funding opportunities like opportunity zones and new market tax credits.

It was shared that the next meeting will occur on October 25th and we'll be hearing from AJ Jackson with JBG Smith. It's possible we'll be joined by new members as discussions are occurring with the Mayor's Office of Talent and Appointments to fill 2 open positions on the board.

David Roodberg motioned to adjourn the meeting. The motion was seconded by Stanley Jackson. All voted in favor. The meeting was adjourned at 1:59pm.

HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

AGENDA

THURSDAY, OCTOBER 25, 2018

12:30 PM

DHCD ROOM #318

- | | |
|--|--|
| 1. WELCOME | Susanne Slater, Chairperson |
| 2. MINUTES | |
| 3. DHCD UPDATE | Polly Donaldson, Director |
| 4. LEGISLATIVE UPDATE | Danilo Pelletiere, Senior
Advisor |
| 5. PRESERVATION UPDATE | Ana van Balen, Housing
Preservation Officer |
| 6. HOUSING PRODUCTION
TRUST FUND UPDATE | Erin Wilson, Deputy
Manager, DFD |
| 7. WASHINGTON HOUSING
INITIATIVE | AJ Jackson, Executive Vice
President, JBG Smith |
| 8. ADJOURNMENT | |

**HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA**

MEETING MINUTES

THURSDAY, OCTOBER 25, 2018
12:30 pm
DHCD ROOM #318

WELCOME

Susanne Slater, Chairperson

The DHCD Housing Production Trust Fund Advisory Board convened in Room #318, 1800 Martin Luther King Jr. Ave. SE, Washington, DC., pursuant to notice at 12:36 pm, Susanne V. Slater, Chair, presiding.

Advisory Board Members Present:

Susanne V. Slater, Chair (SS)
Polly Donaldson
Lakeeshia Fox
Jim Knight
Charles Lowery
Sue Marshall
David J. Roodberg

Also present:

Ana Van Balen - DHCD Housing Preservation Officer
Gwen Cofield - DHCD Communications Director
Reshma Holla - DHCD DFD Deputy Manager
Ashley Johnson - DHCD PAMD Manager
Jayla Johnson - DHCD Capitol City Fellow
Richard Livingstone - DHCD Special Assistant
Danilo Pelletiere - DHCD Senior Advisor
Erin Wilson - DHCD DFD Deputy Manager
Kevin Clinton - Federal City Council
AJ Jackson - JBG Smith

* present via telephone

MINUTES

Minutes for the September 27, 2018 HPTF meeting were reviewed. There was a discussion on consolidating future minutes in the passive voice. Sue Marshall made a motion to adopt the minutes. The motion was seconded by David Roodberg. The minutes were approved unanimously by voice vote.

DHCD UPDATE

Polly Donaldson, DHCD

First, remarks on a terrific forum held earlier in the Day by City First on the Future of Affordable Housing Investment where many task force members and others in the field were in attendance. Director Donaldson recognized Jim Knight for his excellent job speaking on a panel and Susanne Slater for receiving an award.

Second, an update on Director Donaldson's trip to Chicago as convened by Enterprise to meet with the Housing Directors of the 8 high cost (high amenity) cities. Not only is it a great professional development experience but also an opportunity to affirm our efforts and acknowledge there is still more to do. Focus was on HPTF investments, homelessness, including our systems change, and preservation strategies and resources. The Director remarked that the next time this group is in town we might try and overlap with HPTF Advisory Board.

Finally, an update on the end of FY 18 including historic outputs from HPTF in excess of \$160 million. She also shared great first quarter closings already under way and noted preparations are already ongoing for FY 20. The Director shared the Mayor has formed what she's calling a Look Ahead Group to plan for a second term should she be elected and to look forward to public engagement on this in November and December.

LEGISLATIVE UPDATE

Danilo Pelletiere, DHCD

Danilo shared that as the Council approaches the end of their two-year legislative session there has been a flurry of bills and hearings. DHCD is tracking a bill on economic development and return on investment scheduled for October 30th. The bill requires the OCFO to list economic development and affordable housing projects and to report back on number of units, CBE requirements, local employment figures and other metrics. This bill covers HPTF and Preservation Funds.

PRESERVATION UPDATE

Ana Van Balen, DHCD

Ana shared that the Preservation Fund has officially been kicked off and the Department is in the process of finalizing three loans with the fund managers in Wards 1 and 4. She encouraged the Board to look for an announcement from Mayor Bowser in the near future.

Ana discussed the small building program, noting the program provides small grants to buildings between 5 and 20 units with affordability requirements to address health hazards. The fund is small at \$200K but the agency has received several applications with a mix of rental and co-ops that we're in the process of reviewing. There is a demonstrated interest and need in this program that helps to preserve naturally occurring affordable housing. She noted that interest increased when the program switched away from funding through HPTF.

Finally, she shared that we hope to be able to update on DOPA in the near future with a stakeholder meeting to be held before the end of the year for which we'll be sure to invite the board.

HOUSING PRODUCTION TRUST FUND UPDATE Erin Wilson, DHCD

Erin announced that we funded 25 projects in FY 18 with \$168 million in HPTF. This was the highest investment we've made in under 30% MFI since we can remember. Just this week alone we have 2 closings for the fiscal year. She provided figures on investments in each MFI group noting our ability to meet investment requirements can mean the difference between closing or not closing on a project in any given fiscal year.

Erin reported the FY 18 summer RFP closed on October 5th and the agency is in the process of reviewing applications and hopes to make announcements in early 2019.

The group discussed the ability for the fund to continue making such historic investments and it was noted that this group should advise on this notion.

WASHINGTON HOUSING INITIATIVE AJ Jackson, JBG Smith

AJ Jackson presented on the Washington Housing Initiative of JBG Smith and the Federal City Council. The Initiative was created to help build a model to bring private equity to affordable housing. The Initiative is made up of two vehicles: a Housing Conservancy, stewarded by FCC, and an impact pool by JBG Smith.

The conservancy would fund neighborhood services, not necessarily on site but near projects funded by the pool. It would also acquire and own real estate and sponsor bond activity.

The pool would provide secondary financing in the form of a junior mortgage. A financial return on a property would be capped and go back into the pool. If possible, the initiative would be replicated across the region but at least half of the investments of the pool would be made in DC proper.

Investments made under this initiative would focus importantly on location including census tracts that are likely to "gentrify" in the near future with the purpose of preserving affordability. A covenant would be placed on properties funded by the initiative.

A discussion ensued on the finer points of the Initiative noting its intent to be complimentary of existing efforts in this space and not to compete with nonprofit housing providers or the District. The Initiative noted their intent to close on the first property by the end of the year or first part of the new year.

The group discussed an interest in hearing at the next meeting about the Mayor's Look Ahead Group, the Mayor's trip to the National League of Cities City Summit, DOPA Stakeholder engagement efforts, and a request for a deeper dive into HPTF data.

Susanne Slater motioned to adjourn the meeting. The motion was seconded by Lakeeshia Fox. All voted in favor. The meeting was adjourned at 2:04pm.

HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

AGENDA

THURSDAY, DECEMBER 20, 2018
12:30 PM
DHCD ROOM #318

- | | |
|--|--|
| 1. WELCOME | Susanne Slater, Chairperson |
| 2. MINUTES | |
| 3. DHCD UPDATE | Polly Donaldson, Director |
| 4. LEGISLATIVE UPDATE | Danilo Pelletiere, Senior
Advisor |
| 5. PRESERVATION UPDATE | Ana van Balen, Housing
Preservation Officer |
| 6. HOUSING PRODUCTION
TRUST FUND UPDATE | Erin Wilson, Deputy
Manager, DFD |
| 7. OFFICE TO AFFORDABLE
HOUSING TASK FORCE UPDATE | Allison Ladd, Deputy Director |
| 8. ADJOURNMENT | |

**HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA**

MEETING MINUTES

THURSDAY, DECEMBER 20, 2018

12:30 pm

DHCD ROOM #318

WELCOME

Polly Donaldson, Director

The DHCD Housing Production Trust Fund Advisory Board convened in Room #318, 1800 Martin Luther King Jr. Ave. SE, Washington, DC., pursuant to notice at 12:35 pm, Polly Donaldson, Director, presiding.

Advisory Board Members Present:

Polly Donaldson
Lakeeshia Fox
Charles Lowery*
David J. Roodberg
Stan Jackson
Lynn French

Also present:

Danilo Pelletiere - DHCD Senior Advisor
Ana van Balen - DHCD Housing Preservation Officer
Jayla Johnson - DHCD Capitol City Fellow
Erin Wilson - DHCD DFD Deputy Manager
Reshma Holla - DHCD DFD Deputy Manager
Steven Brannum – DHCD DFD Project Manager
Andrea Wise – DHCD DFD Program Specialist
Joseph Knackstedt – DHCD DFD Project Manager
Allison Ladd, DHCD Deputy Director
Gwen Cofield - DHCD Communications Director
Richard Livingstone - DHCD Special Assistant

* present via telephone

MINUTES

Minutes for the October 25, 2018 HPTF meeting were reviewed. David Roodberg made a motion to adopt the minutes. The motion was seconded by Lakeeshia Fox. The minutes were approved unanimously by voice vote.

DHCD UPDATE

Polly Donaldson, DHCD

First, the Director acknowledged new board member Lynn French and congratulated her on her appointment by the Mayor and confirmation by the Council. Lynn introduced herself to the board noting she grew up in DC, spent time working for the Council, then on the Homestead Program at DHCD, and for Mayor Williams as the “homeless czar” where she was responsible for drafting the District’s first plan to end homelessness. She currently serves as Executive Director of Hope and a Home where she has been since 2010.

The Director took the opportunity as we come to a close of the Mayor’s first four-year term to reflect on our accomplishments, including the \$100 million HPTF commitment from Day 1. She noted there will be inauguration festivities on January 2nd along with other public events we will share with the Board.

It was announced that following the DC Auditor’s recommendation to complete a 3rd party audit, that we have done so for FY 16 and copies of the report were made available to the board and are posted online.

A discussion occurred in extension of previous meeting conversations about sharing our successes in these areas including investments, progress made since previous audits and reports, as well as deeper investments in the below 50% and below 30% income brackets for HPTF. A request for emphasis on local efforts, not just regional and national was made.

Tying into the success conversation, the Director shared further information on the Mayor’s Chairing of the Housing Task Force of the National League of Cities (NLC). Noting the task force’s work to identify best practices (what NLC calls city solutions of which DC will have many to provide) and develop actions at the state and federal level in support of housing investments. The first in-person meeting of the task force will occur on January 22nd, in conjunction with the US Conference of Mayors. In addition to this national effort, the Director shared updates on work occurring with the Metropolitan Washington Council of Governments (COG), the Greater Washington Partnership, and others.

LEGISLATIVE UPDATE

Danilo Pelletiere, DHCD

Danilo shared Council Period 22 ended on Tuesday. DHCD was tracking Ms. French’s appointment as well as a bill on economic development and return on investment that passed. The bill requires the OCFO to list economic development and affordable housing projects and to report back on number of units, CBE requirements, local employment figures and other metrics. This bill covers HPTF and Preservation Funds. All bills that did not pass during period 22 will have to be introduced a new in Council Period 23 starting in January. Danilo noted that if bill had a hearing in period 22 they can still pass with relative ease.

PRESERVATION UPDATE

Ana van Balen, DHCD

Ana shared that we successfully completed stakeholder engagement and pre-bid meetings with the community on the District Opportunity to Purchase Act (DOPA). She gave a presentation to the board on DOPA reminding the group that implementing DOPA was a recommendation of the Preservation Strike Force and we're pleased to have made good on the commitment this fall.

A discussion occurred on the operationalization of DOPA including funding, project qualifications including what DHCD has seen to date, prioritization of projects, and relationship to other DHCD initiatives.

Ana segued into updates on the Small Buildings Program and the Preservation Fund, both of which are up and operating and have numerous applications.

HOUSING PRODUCTION TRUST FUND UPDATE Erin Wilson, DHCD

Erin shared that we have had one additional closing since our last meeting, 555 E Street SW bringing the total investment in the first quarter of FY 19 to \$55.8 million. She shared information on additional projects we're tracking closing for in FY 19 and 20.

Erin also shared that we have six applications for the Oramenta Newsome Fund, grants for predevelopment financing in the amount of \$100,000 She noted all of these projects are also requesting funding from HPTF and that we intend to announce new projects this winter.

Erin took the opportunity to congratulate members of the Development Finance Division team who work hard day in and day out shepherding projects including project managers Steven Brannum, Andrea Wise, and Joseph Knackstedt who were in attendance at the meeting but also the six additional team members not here today.

The group discussed how to accommodate continued requests for a smaller fund balance. It was noted that with the development of the preservation fund we would expect less Tenant Opportunity to Purchase Act (TOPA) deals to be financed with HPTF.

OFFICE TO AFFORDABLE HOUSING TASK FORCE Allison Ladd, Deputy Director

Deputy Director Ladd shared the work of the agency on the Office to Affordable Housing Task Force on which she represents the agency and Chairs a subcommittee on finance. She shared that the task force was created by Council, Chaired by the office of the Deputy Mayor for Planning and Economic Development (DMPED), with nine members, plus representatives from DMPED, the Office of Planning, the Office of Zoning, and DHCD.

The task force has three statutory goals; 1) to assess the feasibility of office to affordable housing conversion; 2) to recommend policy changes to facilitate such conversions; and 3) to note costs associated with conversions and the furtherance of the goal to create affordable housing. The task force started in October and will end in February having published a report on their findings.

David Roodberg motioned to adjourn the meeting. The motion was seconded by Lakeeshia Fox. All voted in favor. The meeting was adjourned at 1:50pm.

Q1a - List of all DHCD Development Finance Projects that Closed in FY18

Project Name	Project Type/Scope	Affordable Units Produced or	Funding Sources	Total Loan Amount	HPTF Loan Amount
3534 East Capitol Street NE	New Construction	137	HPTF	\$19,665,633	\$19,665,633
Meadow Green Court/Milestone Senior	Substantial Rehabilitation	60	HPTF 9% LIHTC	\$6,909,668	\$6,909,668
Wah Luck House	Substantial Rehabilitation	153	4% only		
Tivoli Gardens TOPA	Acquisition Only	49	HPTF	\$2,572,500	\$2,572,500
Hilltop Apartments (Rehabilitation)	Rehabilitation Phase Only		4% only		
Maplewood Courts	Substantial Rehabilitation	94	HPTF	\$6,695,000	\$6,695,000
1164 Bladensburg Road NE	New Construction	65	HPTF	\$10,833,567	\$10,833,567
Parkway Overlook Apartments	Substantial Rehabilitation	220	HPTF	\$20,100,000	\$20,100,000
Woodmont Crossing	Substantial Rehabilitation	176	4% only		
Partner Arms 2	Substantial Rehabilitation	12	HPTF DBH	\$1,155,369	\$1,155,369
The Yards Parcel L2/ The Estate	New Construction	53	4% only		
28th Place, SE	New Construction	14	HPTF	\$400,000	\$400,000
Brookland Place Apartments	Substantial Rehabilitation	80	HPTF	\$8,825,000	\$8,825,000
HELP Walter Reed	Substantial Rehabilitation	75	CDBG	\$10,085,821	
8th and T Street, NW	New Construction	4	HPTF	\$508,950	\$508,950
505 Jefferson St	Acquisition and Critical Repairs	14	HPTF	\$1,371,913	\$1,371,913
Abrams Hall	Substantial Rehabilitation	80	HPTF DBH 9% LIHTC	\$9,753,037	\$9,753,037
Liberty Place Apartments	New Construction	71	DBH HPTF	\$9,248,431	\$9,248,431
5400-5408 5th St Acquisition	Acquisition and Critical Repairs	12	HPTF	\$1,395,086	\$1,395,086
Ben-E Cooperative Association	Acquisition and Pre-Development	29	HPTF	\$2,517,596	\$2,517,596
301 Delafield Place Acquisition	Acquisition and Critical Repairs	23	HPTF	\$2,996,612	\$2,996,612
22 Atlantic Cooperative Association, Inc.	Substantial Rehabilitation	15	HPTF	\$2,669,924	\$2,669,924
Amber Overlook	New Construction	32	HPTF	\$5,872,431	\$5,872,431
2530-2532 Park Place SE	Acquisition and Critical Repairs	21	HPTF	\$900,000	\$900,000
Belmont Crossing Apartments	Acquisition and Critical Repairs	275	HPTF	\$8,000,000	\$8,000,000
1035 48th St	Acquisition and Critical Repairs	12	HPTF	\$852,010	\$852,010
1431 E Street NE Renovation	Substantial Rehabilitation	10	HPTF	\$1,221,261	\$1,221,261
710 Jefferson St NW	Acquisition and Critical Repairs	14	HPTF	\$1,906,250	\$1,906,250
Capitol Vista	New Construction	104	HPTF	\$18,006,741	\$18,006,741
Delta Towers	New Construction	179	HPTF	\$23,261,307	\$23,261,307
		2,083		\$177,724,107	\$167,638,286

Q1b. DHCD Funded Units that Came Online in FY17, FY18, and FY19 (through 2/15/19)

Property	Address	Ward	Scope	Loan Amount	Affordable Units	0-30% AMI Units	31-50% AMI Units	51-80% AMI Units
Completed in FY17								
Pleasant Park Cooperative	301 63rd Street Northeast	Ward 7	Substantial Rehabilitation	\$6,095,040	60	14	38	7
Maycroft	1474 Columbia Road Northwest	Ward 1	Critical Repairs	\$7,536,648	64	41	7	16
Kara House	1498 Spring Place Northwest	Ward 1	Substantial Rehabilitation	\$1,451,564	10	2	7	1
The Grove at Parkside	600 Kenilworth Terrace Northeast	Ward 7	New Construction	\$11,052,173	186	10	0	176
N Street Village & Eden House (Scattered Sites)	1333 N Street NW	Ward 2	Substantial Rehabilitation	\$2,483,222	95	44	12	39
Phillis Wheatly	901 Rhode Island Ave NW	Ward 6	Substantial Rehabilitation		84	84	0	0
Hope and a Home, Inc. Scattered Sites	1428 Chapin Street Northwest; 3003 11th S	Ward 1	Substantial Rehabilitation	\$639,044	14	14	0	0
Homes for Hope Transition House	3009 G Street Southeast	Ward 7	Substantial Rehabilitation	\$709,000	7	7	0	0
Holy Comforter St Cyprian Community Action Group	124 15th Street Southeast	Ward 6	New Construction	\$3,000,000		0	0	0
North Capitol Commons	1005 North Capitol St NE	Ward 6	New Construction	\$7,000,000	124	77	0	47
Bowen Place	2620 Bowen Road Southeast	Ward 8	New Construction	\$4,380,685	41	0	0	41
1314 K Street SE Cooperative	1314 K St SE	Ward 6	Substantial Rehabilitation	\$558,501	12	0	0	12
Kenyon House Family Tenants Association	660 Kenyon St NW	Ward 1	Substantial Rehabilitation	\$1,603,139	8	0	7	1
FY17 Subtotal				\$46,509,016	705	293	71	340
Completed in FY18								
Langdon Lofts (Langdon Apartments)	2613 Bladensburg Rd NE	Ward 5	New Construction	\$3,290,000	33	5	0	28
Altamont Place	2335 Altamont Place Southeast	Ward 8	Substantial Rehabilitation		36	36	0	0
West End - Square 50	1211 23rd St NW	Ward 2	New Construction	\$4,319,463	55	3	0	52
Atlantic Gardens	4216 4th St SE	Ward 8	Substantial Rehabilitation	\$4,100,000	108	44	64	0
Manna Brightwood TOPA Pool	734 Longfellow Street Northwest	Ward 4	Substantial Rehabilitation	\$2,743,673	60	0	7	53
Archer Park	1101 Mississippi Avenue Southeast	Ward 8	New Construction	\$7,239,000	190	10	0	180
Atlantic Terrace	4319 3rd St SE	Ward 8	Substantial Rehabilitation	\$6,500,000	195	78	117	0
The Homestead Apartments	812 Jefferson St NW	Ward 4	Substantial Rehabilitation	\$5,030,000	45	0	0	45
Hilltop Apartments	908-914 Eastern Avenue Northeast	Ward 7	Critical Repairs	\$12,924,375	97	0	0	96
4000 Benning Road Project	4000 Benning Rd NE	Ward 7	New Construction	\$7,173,603	71	18	53	0
Hilltop Apartments	908-914 Eastern Avenue Northeast	Ward 7	Substantial Rehabilitation		97	0	0	96
Glenn Arms Apartments	2524 17th Street Northwest	Ward 1	Substantial Rehabilitation	\$1,672,900	57	45	2	10
1445 Spring Road	1445 Spring Road Northwest	Ward 4	Critical Repairs	\$1,538,144	13	6	4	1
Plaza West	1035 4th Street NW; 307 K St NW	Ward 6	New Construction	\$18,420,000	223	44	99	80
FY18 Subtotal				\$74,951,158	1280	289	346	641
Completed in FY19								
Fort Stevens Place Apartments	1339 Fort Stevens Drive Northwest	Ward 4	Substantial Rehabilitation	\$3,429,709	59	7	0	52
SOME-Spring Road	1433-1435 Spring Road Northwest	Ward 4	Substantial Rehabilitation	\$4,900,000	36	36	0	0
FY19 Subtotal				\$8,329,709	95	43	0	52

Q2 - 9% LIHTC projects selected in FY17, FY18, FY19

Project Name	Street Address	Ward	9% LIHTC	Applicant/Ownership Name	Legal Entities Comprising Applicant/Owner	Description of Entity/Principals	Affordable Units	PSH Units	Senior Units	Anticipated or Actual Closing Date
No projects selected in FY19 as of 2/15/19										
Selected in FY18 (June 13, 2018)										
Spring Flats - Senior	1125 Spring Road, NW	Ward 4	\$1,100,000	Spring Flats Senior, LLC	Spring Flats MD, LLC	Managing Member	88	14	88	10/1/2019
					Victory Housing, Inc. Brinshore Development, LLC Bank of America CDC	Non-profit developer; Leila Finucane President & CEO David Brint, CEO Bank-owned community development entity				
Hanover Courts Apts	2400-2412 Hartford St., SE	Ward 8	\$1,100,000	Hanover Courts Owner LLC	Manna Inc. EquityPlus Manager LLC TM Associates	Non-profit developer; Rev. James Dickerson, President & CEO Principal Participants: Avaram Fechter; Timothy McCarty Principal Participants: Bob Margolis	82	4		6/30/2019
Mary's House	401 Anacostia Rd., SE	Ward 7	\$320,488	Marys House for Older Adults, Inc.	Marys House for Older Adults, Inc.	Non-profit; Dr.Imani Woody, President & CEO	15	3	15	10/1/2019
Selected in FY17 (November 9, 2016)										
Diane's House	2619 Bladensburg Road NE	Ward 5	\$718,326	Diane's House LP	Diane's House Ministries Flaherty & Collins Dev LLC	Non-profit; Diane Crawford, Executive Director Principal Participants: Davide Flaherty, Jerry Collins	42	39		12/28/2018
City View	2850 Douglas Pl SE	Ward 8	\$1,100,000	City View Redevelopment LLC	City View GP LLC WCS Group View Investment LLC Smith City View Investment LLC WCS Development Corporation	Managing Member Owner of Managing Member Owner of Managing Member Principal Participants - W. Christopher Smith, Jr., John Ritz; owner of entities above	52	6	12	10/24/2018
Abrams Hall	Building 14	Ward 4	\$1,099,999	Abrams Hall Senior LP	Abrams Hall GP Member, LLC Abrams Hall Senior Developer, LLC THCAH/Abrams Hall Senior Developer LLC UAD Abrams Hall Senior, LLC Hines Abrams Hall Senior LLC	Managing Member Owned by Urban Atlantic, Hines - owns 49% Managing Member Owned by Transitional Housing Corporation/Housing Up - owns 51% of Managing Member; non-profit; Phil Hecht, President and CEO Owned by Abrams Hall Owned by Hines	80	16	80	6/15/2018
					Urban Atlantic Development, LLC Hines Interests Limited Partnership	Owned by Legacy Partners Operations, LLC, Urban Atlantic LLC, TriPost Capital UA Investments, LP ownership unknown				

FY18 SBTA Service Provider Information							Small Businesses Served by Ward									
	Address	Zip Code	Ward Located	Ward Coverage	Grant Award	Principal	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Total	
1	Anacostia Economic Development Corporation	1800 Martin Luther King, Jr., Avenue. SE, #100	20020	8	City-wide	\$250,000.00	William Hague	2	16	3	9	22	7	25	72	156
2	ARCH Development Corporation	1227 Good Hope Road, SE	20020	8	8	\$458,582.00	Duane Gautier	0	0	0	0	0	0	0	248	248
3	Congress Heights Training & Development Corporation	3215 Martin Luther King Jr Ave SE	20032	8	8 & 7	\$300,000.00	Monica Ray	0	0	0	1	0	5	0	304	310
4	DC Fashion Foundation	640 10th Street, NE	20006	5	City-wide	\$50,000.00	Christine Brooks-Cropper	2	1	0	1	3	3	0	6	16
5	Emory Beacon Of Light, Inc.	6203 Piney Branch Road, NW	20011	4	4 & 5	\$75,000.00	Alisa Molyneaux	0	0	0	34	1	0	0	0	35
6	Friends of Rhode Island Avenue	2300 Rhode Island Avenue, NE, Suite 202	20018	5	5	\$125,000.00	Kyle Todd	0	0	0	0	20	0	0	0	20
7	Greater Washington Hispanic Chamber of Commerce	910 17th Street, NW, #1150	20006	1	City-wide	\$171,000.00	Nicole Quiroga	6	9	2	8	15	1	7	3	51
8	Latino Economic Development Center	641 S Street, NW	20001	1	City-wide	\$502,175.00	Marla Bilonick	52	21	12	56	51	11	20	16	239
9	Washington Area Community Investment Fund	2012 Rhode Island Avenue, NE	20018	5	City-wide	\$522,290.00	Harold Pettigrew	1	3	2	4	11	1	19	6	47
10	Development Corporation of Columbia Heights	2604 Georgia Avenue, NW	20001	1	City-wide	\$382,800.00	Andre Byers/Nkosi Bradley*	175	10	1	5	4	5	10	12	222
11	SB Works	2316 Rhode Island Avenue, NE	20018	5	City-wide	\$245,000.00	John Mains	9	3	0	7	40	3	6	2	70
12	Life Asset	2448A 18th Street, NW	20009	1	City-wide	\$250,000.00	Markus Larsson	7	0	0	3	1	0	2	283	296
						3,331,847.00		254	63	20	128	168	36	89	952	1710

*Current Executive Director

FY19 SBTA Service Provider Information							Small Businesses Served by Ward (In progress of collecting 1st quarter data)									
	Address	Zip Code	Ward Located	Ward Coverage	Grant Award	Principal	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Total	
1	Anacostia Economic Development Corporation	1800 Martin Luther King, Jr., Avenue. SE, #100	20020	8	City-wide	\$250,000.00	William Hague									0
2	ARCH Development Corporation	1227 Good Hope Road, SE	20020	8	8	\$458,582.00	Duane Gautier									0
3	Congress Heights Training & Development Corporation	3215 Martin Luther King Jr Ave SE	20032	8	8 & 7	\$295,808.00	Monica Ray									0
4	Emory Beacon Of Light, Inc.	6203 Piney Branch Road, NW	20011	4	4 & 5	\$75,000.00	Alisa Molyneaux									0
5	Friends of Rhode Island Avenue	2300 Rhode Island Avenue, NE, Suite 202	20018	5	5	\$114,945.00	Kyle Todd									0
6	Greater Washington Hispanic Chamber of Commerce	910 17th Street, NW, #1150	20006	1	City-wide	\$171,000.00	Nicole Quiroga									0
7	Latino Economic Development Center	641 S Street, NW	20001	1	City-wide	\$502,175.00	Marla Bilonick									0
8	Washington Area Community Investment Fund	2012 Rhode Island Avenue, NE	20018	5	City-wide	\$378,188.00	Harold Pettigrew	1	3	1	4	8	2	10	7	36
9	Development Corporation of Columbia Heights	2604 Georgia Avenue, NW	20001	1	City-wide	\$382,800.00	Nkosi Bradley	33	1	0	0	0	0	0	0	34
10	SB Works	2316 Rhode Island Avenue, NE	20018	5	City-wide	\$245,000.00	John Mains									0
11	Life Asset	2448A 18th Street, NW	20009	1	City-wide	\$250,000.00	Markus Larsson									0
						3,123,498.00		34	4	1	4	8	2	10	7	70

List All Sites by Wards

WARD	Property Site	Site Location	Developer	Disposition Method
(empty) (2 Sites)				
	199 Chesapeake Street SW	199 Chesapeake Street Southwest, Washington, District of Columbia 20032		Other
	5889 New Hampshire	5889 New Hampshire Avenue Northeast, Washington, District of Columbia 20011		Conservation
Ward 1 (3 Sites)				
Ward 1	1132 Columbia Rd NW	1132 Columbia Rd NW, Washington , District of Columbia		Auction
Ward 1	709 Kenyon St NW	709 Kenyon St NW, Washington, District of Columbia		Under Litigation/Title/Leg Issues
Ward 1	8th & T Street	8th & T Street, Washington, District of Columbia	Manna	Disposed of/Sold/Not owned
Ward 2 (1 Site)				
Ward 2	1735-1737 10th St. NW	1735 10th Street NW, Washington, District of Columbia		Auction
Ward 4 (5 Sites)				
Ward 4	1422 Shepherd St NW	1422 Shepherd St NW, Washington, District of Columbia		Auction
Ward 4	523 Kennedy St NW	523 Kennedy St NW, Washington , District of Columbia		Auction
Ward 4	729 Quincy Pl NW	729 Quincy Pl NW, Washington, District of Columbia		Other
Ward 4	809-813 Kennedy St, NW	809-813 Kennedy Street NW, Washington DC, District of Columbia		Solicitations for Offers
Ward 4	Oglethorpe Street, NE	Oglethorpe Street, NE, Washington, District of Columbia		Adjacent Property Sale
Ward 5 (11 Sites)				
Ward 5	1247 Holbrook Terrace, NE	1247 Holbrook Terrace, NE, Washington DC, District of Columbia		Auction
Ward 5	1325 Montello Avenue, NE	1325 Montello Avenue, NE, Washington, District of Columbia		Other
Ward 5	160 Adams St NW	160 Adams St NW, Washington, District of Columbia		Auction
Ward 5	1612 Levis St NE	1612 Levis St NE, Washington, District of Columbia		Auction
Ward 5	24th Street NE	24th Street NE, Washington, District of Columbia		Auction
Ward 5	25th Place NE	25th Place Northeast, Washington, District of Columbia 20018		Turnkey
Ward 5	2650 Myrtle Avenue, NE	2650 Myrtle Avenue, NE, Washington, District of Columbia		Auction
Ward 5	2805 4th St NE	2805 4th St NE, Washington, District of Columbia		CBE Renovations

WARD	Property Site	Site Location	Developer	Disposition Method
Ward 5	36 Channing St NW	36 Channing St NW, Washington, District of Columbia		Auction
Ward 5	635 Emerson Street, NE	635 Emerson Street, NE, Washington, District of Columbia		Turnkey
Ward 5	Florida and Q Sts., NW - 14-16 Florida Ave, NW and 4-14 Q St., NW	Florida Avenue and Q, Washington, District of Columbia		Solicitations for Offers
Ward 6 (11 Sites)				
Ward 6	1013 Florida Avenue, NE	1013 Florida Avenue, NE, District of Columbia		Disposed of/Sold/Not owned
Ward 6	1106 3rd Street NE	1106 3rd Street NE, Washington, District of Columbia		Turnkey
Ward 6	1613-1633 Kramer St., NE	Kramer Street, Washington, District of Columbia	Mi Casa Inc	Other
Ward 6	1632 Kramer St NE	1632 Kramer St NE, Washington, District of Columbia		Adjacent Property Sale
Ward 6	454 N Street, NW	454 N Street, NW, Washington, District of Columbia		Disposed of/Sold/Not owned
Ward 6	655 MORTON ST NE	0655 MORTON ST NE, Washington, District of Columbia		Disposed of/Sold/Not owned
Ward 6	740 19th Street, NE	740 19th Street, NE, Washington, District of Columbia	57th Street Mews, Inc	Adjacent Property Sale
Ward 6	802 10th Street, NE	802 10th Street, NE, Washington, District of Columbia		Auction
Ward 6	850 19th Street NE	850 19th Street NE, Washington, District of Columbia		CBE Renovations
Ward 6	905 R St	905 R Street Northwest, Washington, District of Columbia 20001		Partnership with DCHFA HIP
Ward 6	Gales St., NE - 1657-1661 Gales Street NE	Gales Street NE, Washington, District of Columbia		Partnership with DCHFA HIP
Ward 7 (25 Sites)				
Ward 7	1046 45th Street NE	1046 45th Street NE, Washington, District of Columbia		Disposed of/Sold/Not owned
Ward 7	1109-1111 50th Place, NE	1109 50th Place, NE, Washington, District of Columbia		Demonstration
Ward 7	1227 47th Place NE	1227 47th Place NE, Washington, District of Columbia		CBE Renovations
Ward 7	202 36th Street SE	202 36th Street SE, Washington, District of Columbia		Turnkey
Ward 7	31st Street, SE	31st Street, SE, Washington, District of Columbia		Adjacent Property Sale
Ward 7	421 61st Street, NE	421 61st Street, NE, Washington, District of Columbia		Solicitations for Offers
Ward 7	4226 Dix St., NE	4226 Dix St., NE, Washington, District of Columbia		Zoning
Ward 7	4319 Kane Place, NE	4319 Kane Place, NE, Washington, District of Columbia		Under Litigation/Title/Leg Issues
Ward 7	4404 Foote Street, NE	4404 Foote Street, NE, Washington, District of Columbia		CBE Renovations

WARD	Property Site	Site Location	Developer	Disposition Method
Ward 7	4405 Sheriff Rd	4405 Sheriff Road Northeast, Washington, District of Columbia 20019		Adjacent Property Sale
Ward 7	4442 B St SE	4442 B St SE, Washington, District of Columbia		Auction
Ward 7	46th St NE	46th St NE, Washington, District of Columbia		Auction
Ward 7	48th and Sheriff Road	Washington, District of Columbia		Conservation
Ward 7	4906 Jay Street, NE	4906 Jay Street, NE, Washington, District of Columbia	Nia Hope Bess	Adjacent Property Sale
Ward 7	5033 Meade Street, NE	5033 Meade Street, NE, Washington, District of Columbia		Auction
Ward 7	5034 Bass Pl., SE	5034 Bass Pl., SE, Washington, District of Columbia		Auction
Ward 7	5302 F ST SE	5302 F ST SE, Washington, District of Columbia		Auction
Ward 7	5308 E ST, SE	5308 E ST, SE, Washington, District of Columbia		Auction
Ward 7	5328 James PI NE	5328 James PI NE, Washington, District of Columbia		Auction
Ward 7	58th and Dix Street	58th and Dix Street, Washington, District of Columbia		Solicitations for Offers
Ward 7	832 48th St., NE	832 48th St., NE, Washington, District of Columbia		Auction
Ward 7	919 47th PI NE	919 47th PI NE, Washington, District of Columbia		Auction
Ward 7	930-936 Sheriff Road NE	930-936 Sheriff Road, Washington, District of Columbia		Under Litigation/Title/Leg Issues
Ward 7	Amber Overlook - 304-310, 320-326 Saint Louis Street, 4915-4925 C Street, and 4920 Call Place, SE	320-326 Saint Louis Street SE, Washington DC, District of Columbia	Amber Overlook LLC.	Disposed of/Sold/Not owned
Ward 7	Minnesota Avenue and 27th Street SE - 2527-2535 Minnesota Avenue and 1303-1311 27th Street, SE	Minnesota Avenue and 27th Street, Washington, District of Columbia		Solicitations for Offers
Ward 8 (39 Sites)				
Ward 8	10 Brandywine Street, SE	10 Brandywine Street, SE, Washington, District of Columbia		Auction
Ward 8	1004-1018 Howard Road and Shannon Place (WMATA)	Howard Road and Shannon Place, Washington, District of Columbia		Other
Ward 8	1430 Morris Road, SE	1430 Morris Road, SE, Washington, District of Columbia	Casey Trees	Conservation
Ward 8	157 Forrester St SW	157 Forrester St SW, Washington, District of Columbia		Zoning
Ward 8	1620-1626 Galen Street, SE	Galen Street, SE, Washington, District of Columbia		Auction
Ward 8	1642-1648 V Street SE	1642-1648 V Street SE, Washington, District of Columbia		Disposed of/Sold/Not owned
Ward 8	1928 15th Street SE	1928 15th Street Southeast, Washington, District of Columbia 20020		Other
Ward 8	2200-2210 Hunter PI, SE	2200-2210 Hunter Place, Washington, District of Columbia	Manna	Solicitations for Offers
Ward 8	2302 Pomeroy Rd SE	2302 Pomeroy Rd SE, Washington, District of Columbia		Adjacent Property Sale

WARD	Property Site	Site Location	Developer	Disposition Method
Ward 8	2327-2339 Skyland Terr., SE	2331 Skyland Terrance SE, Washington , District of Columbia	Habitat for Humanity of DC	Disposed of/Sold/Not owned
Ward 8	2352-2356 High St., SE	2352-2360 High Street, Washington , District of Columbia		Solicitations for Offers
Ward 8	2412 Martin Luther King Jr. Ave SE	2412 Martin Luther King Jr. Ave SE, Washington, District of Columbia		CBE Renovations
Ward 8	2413 Shannon Place, SE	2413 Shannon Place, SE, Washington, District of Columbia		Auction
Ward 8	2501 - 2503, 2509, 2514 West Street, SE	2503 West Street, SE, Washington, District of Columbia		Partnership with DCHFA HIP
Ward 8	2629 Martin Luther King Ave SE	2629 Martin Luther King Ave SE, Washington, District of Columbia		Adjacent Property Sale
Ward 8	2641 Martin Luther King Jr. Avenue SE	Washington, District of Columbia		Other
Ward 8	2814 28th Street, SE	2814 28th Street, SE, Washington, District of Columbia		Auction
Ward 8	3200 13th St SE	3200 13th St SE, Washington, District of Columbia		Under Litigation/Title/Leg Issues
Ward 8	3401 13th Street, SE	3401 13th Street, SE, Washington, District of Columbia	Stack Eight LLC	Solicitations for Offers
Ward 8	4244 6th St SE	4244 6th St SE, Washington, District of Columbia		Auction
Ward 8	4326-4338 Halley Terrace, SE	Halley Terrace, SE, Washington, District of Columbia		Auction
Ward 8	560-562 Foxhall Place SE	560-562 Foxhall Place SE, Washington, District of Columbia		Auction
Ward 8	62-64 Forrester Street, SW	62-64 Forrester Street, SW, Washington, District of Columbia		Auction
Ward 8	700 Brandywine Road SE	700 Brandywine Road SE, Washington, District of Columbia		Auction
Ward 8	Alabama Avenue SE - 1444-1452 Alabama Avenue SE	Alabama Avenue, Washington, District of Columbia		Solicitations for Offers
Ward 8	Anacostia Scattered Site 1 - 1414 22nd Street, SE	1414 22nd Street SE, Washington , District of Columbia		Solicitations for Offers
Ward 8	Anacostia Scattered Site 2 - 1615 V Street SE	1615 V Street SE, Washington, District of Columbia		Solicitations for Offers
Ward 8	Anacostia Scattered Site 3 - 1637 V Street SE	1637 V Street SE, Washington, District of Columbia		Solicitations for Offers
Ward 8	Anacostia Scattered Site 4 - 2206 16th Street SE	2206 16th Street SE, Washington, District of Columbia		Solicitations for Offers
Ward 8	Buena Vista Terrace and 30th Street, SE	Buena Vista Terrace and 30th Street, SE, Washington, District of Columbia		Conservation
Ward 8	Historic Anacostia Site 1 - 1220 Maple View Place SE	1220 Maple View Place, SE, Washington, District of Columbia 20020		Disposed of/Sold/Not owned
Ward 8	Historic Anacostia Site 2 - 1326 Valley Place SE	1326 Valley Place SE, Washington, District of Columbia		Disposed of/Sold/Not owned
Ward 8	Historic Anacostia Site 3 - 1518 W Street SE	1518 W Street SE, Washington , District of Columbia		Disposed of/Sold/Not owned
Ward 8	Historic Anacostia Site 4 - 1528 W Street SE	1528 W Street SE, Washington , District of Columbia	Mi Casa, Inc.	Solicitations for Offers

WARD	Property Site	Site Location	Developer	Disposition Method
Ward 8	Historic Anacostia Site 5 - 15th Street SE	15th Street SE, Washington, District of Columbia	Mi Casa, Inc.	Solicitations for Offers
Ward 8	Historic Anacostia Site 6 - 1648 U Street SE	1648 U Street SE, Washington, District of Columbia		Disposed of/Sold/Not owned
Ward 8	Historic Houses on 1319 V Street, SE and 1328 W Street, SE	Historic Houses on V and W Street, Washington, District of Columbia	District of Columbia	Turnkey
Ward 8	Maple View Flats / Big K- 2228-2252 Martin Luther King Jr. Ave, SE	2228-2252 Martin Luther King Jr. Ave, SE, Washington DC, District of Columbia	2228 MLK LLC / Chapman Development	Disposed of/Sold/Not owned
Ward 8	MLK Gateway - 1201-1215 Good Hope Rd., SE	1201-1215 Good Hope Road SE, Washington, District of Columbia	Menkiti	Disposed of/Sold/Not owned

SUMMARY

WARD	Number of Sites
<i>(empty)</i>	2
Ward 1	3
Ward 2	1
Ward 4	5
Ward 5	11
Ward 6	11
Ward 7	25
Ward 8	39
Totals (8 groups)	97

Auction Lot #	Bid Price	Selling Property Addresses	Check Received	Check Date	Amount	DP#	Estimated Auction Fee	Net Amount	Comments
1	\$ 903,000.00	1735-1737 10th St NW	10/2/2018	10/1/2018	\$ 860,000.00	DP061484	\$ 43,000.00	\$ 860,000.00	
13	\$ 682,500.00	700 Brandywine St. SE	10/5/2018	10/2/2018	\$ 649,670.00	DP061761	\$ 32,830.00	\$ 649,670.00	
27	\$ 703,500.00	523 Kennedy St NW	10/5/2018	10/2/2018	\$ 669,705.00	DP061761	\$ 33,795.00	\$ 669,705.00	
2	\$ 451,500.00	802 10th St. NE.	10/11/2018	10/5/2018	\$ 430,000.00	DP061624	\$ 21,500.00	\$ 430,000.00	FY18
3	\$ 157,500.00	Square 4253. Lot 0818. 24th St. NE.	11/2/2018	10/26/2018	\$ 150,000.00	DP062201	\$ 7,500.00	\$ 150,000.00	
32	\$ 157,500.00	2650 Myrtle Ave. NE	11/20/2018	11/20/2018	\$ 149,700.00	DP062611	\$ 7,800.00	\$ 149,700.00	
18	\$ 105,000.00	5302 F St. SE	11/26/2018	11/20/2018	\$ 100,000.00	DP062651	\$ 5,000.00	\$ 100,000.00	
17	\$ 99,750.00	5308 E St. SE	12/6/2018	11/30/2018	\$ 4,987.50	DP063042	\$ -	\$ 4,987.50	Cancelled
20	\$ 262,500.00	62-64 Forrester St. SW	12/6/2018	11/30/2018	\$ 13,125.00	DP063042	\$ -	\$ 13,125.00	Cancelled
6	\$ 157,500.00	832 48 th St. NE	12/10/2018	12/3/2018	\$ 151,232.12	DP063114	\$ 6,267.88	\$ 151,232.12	
29	\$ 252,000.00	1612 Levis St. NE	12/18/2018	12/12/2018	\$ 240,000.00	DP063272	\$ 12,000.00	\$ 240,000.00	
21	\$ 157,500.00	560-562 Foxhall Pl. SE	12/27/2018	12/20/2018	\$ 149,335.89	DP063426	\$ 8,164.11	\$ 149,335.89	
10	\$ 147,000.00	4442 B St. SE	1/7/2019	12/19/2018	\$ 140,000.00	DP063648	\$ 7,000.00	\$ 140,000.00	
36	\$ 115,500.00	5033 Meade St. NE	1/24/2019	1/22/2019	\$ 5,775.00	DP064027	\$ -	\$ 5,775.00	Cancelled
4	\$ 273,000.00	2814 28th St. SE.					\$ 13,104.00	\$ 259,896.00	
5	\$ 94,500.00	Square 5150, Lot 0095, 46th St. NE					\$ 4,536.00	\$ 89,964.00	
8	\$ 441,000.00	4244 6 th St. SE					\$ 21,168.00	\$ 419,832.00	
9	\$ 546,000.00	160 Adams St. NW.					\$ 26,208.00	\$ 519,792.00	
11	\$ 78,750.00	5034 Bass Pl. SE					\$ 3,780.00	\$ 74,970.00	
12	\$ 288,750.00	10 Brandywine St. SE					\$ 13,860.00	\$ 274,890.00	
14	\$ 808,500.00	36 Channing St. NW					\$ 38,808.00	\$ 769,692.00	
15	\$ 903,000.00	1132 Columbia Rd. NW					\$ 43,344.00	\$ 859,656.00	
16	\$ 115,500.00	4226 Dix St. NE					\$ 5,544.00	\$ 109,956.00	
19	\$ 220,500.00	157 Forrester St. SW					\$ 10,584.00	\$ 209,916.00	
22	\$ 420,000.00	1620-1626 Galen St. SE					\$ 20,160.00	\$ 399,840.00	
23	\$ 987,000.00	4324, 4326 & 4338 Halley Terr. SE					\$ 47,376.00	\$ 939,624.00	
24	\$ 483,000.00	1247 Holbrook Terr. NE					\$ 23,184.00	\$ 459,816.00	
25	\$ 99,750.00	5328 James Pl. NE					\$ 4,788.00	\$ 94,962.00	
26	\$ 89,250.00	4319 Kane Pl. NE					\$ 4,284.00	\$ 84,966.00	
30	\$ 766,500.00	1422 Shepherd St. NW					\$ 36,792.00	\$ 729,708.00	
31	\$ 99,750.00	919 47th Pl. NE					\$ 4,788.00	\$ 94,962.00	
34	\$ 913,500.00	905 R St. NW					\$ 43,848.00	\$ 869,652.00	
35	\$ 168,000.00	2413 Shannon Pl. SE					\$ 8,064.00	\$ 159,936.00	
	\$ 12,148,500.00	Total bids			Total Revenues to Date	\$ 3,713,530.51		\$ 11,135,560.51	
	\$ 3,727,500.00	Total, Hofgaard Property - CDBG PI			Less Hofgaard	\$ (669,705.00)		\$ (3,548,553.00)	
	\$ 8,421,000.00	Total net revenues to Unified fund			Net to Unified Fund	\$ 3,043,825.51		\$ 7,587,007.51	

Projects selected through 2016 - 2018 RFPs

Project Name	Project Address	Borrower/Sponsor	Underwriting Status	Application Date	Selection Date	Projected or Actual Closing Date	Affordable Units	Funding Sources	Loan Amount	9% LIHTC	Development Team Members
RFP Round: 2016 Spring Affordable Housing RFP (13 Projects)											
Fort Stevens Place Apartments	1339 Fort Stevens Drive Northwest	Ft. Stevens Place LLC	Closed	06-02-2016	11-09-2016	09-29-2017	59	HPTF 9% LIHTC	\$3,429,709	\$956,811	Project manager members
Maplewood Courts	2306 Hartford St SE	Vesta Maplewood, LLC	Closed	06-06-2016	11-09-2016	01-09-2018	94	HPTF	\$6,695,000		Project manager members
1164 Bladensburg Road NE	1164 Bladensburg Road Northeast	1164 Bladensburg LLC	Closed	06-06-2016	11-09-2016	01-11-2018	65	HPTF	\$10,833,567		Project manager members
Parkway Overlook Apartments	Robinson Pl SE	District of Columbia Housing Authority	Closed	06-06-2016	11-09-2016	02-07-2018	220	HPTF	\$20,100,000		Project manager members
Partner Arms 2	4506 Georgia Avenue Northwest	Transitional Housing Corporation	Closed	06-03-2016	11-09-2016	03-13-2018	12	HPTF DBH	\$1,155,369		Project manager members
Brookland Place Apartments	617 Hamlin Street Northeast	Wesley Housing Development Corporation	Closed	06-06-2016	11-09-2016	04-18-2018	80	HPTF	\$8,825,000		Project manager members
Abrams Hall	6900 Georgia Avenue Northwest	Abrams Hall LP	Closed	06-05-2016	11-09-2016	06-15-2018	80	HPTF DBH 9% LIHTC	\$9,753,037	\$1,099,999	Project manager members
Liberty Place Apartments	881 3rd Street NW	National Housing Trust - Enterprise Preservation Corporation	Closed	06-06-2016	11-09-2016	06-19-2018	71	DBH HPTF	\$9,248,431		Project manager members
Delta Towers	1400 Florida Avenue Northeast	Dantes Partners LLC	Closed	06-06-2016	11-09-2016	09-28-2018	179	HPTF	\$23,261,307		Project manager members
WC Smith DHCD Submission City View October 2015	2850 Douglass Place	WC Smith	Closed	06-06-2016	11-09-2016	10-24-2018	52	DBH 9% LIHTC		\$1,100,000	Project manager members
St. Elizabeths East Housing	1100 Alabama Avenue Southeast	Anacostia Economic Development Corporation	Closed	06-06-2016	11-09-2016	10-26-2018	202	HPTF	\$28,792,923		Project manager members
Diane's House	2619 Bladensburg Road Northeast	Diane's House	Closed	06-06-2016	11-09-2016	12-28-2018	42	9% LIHTC		\$718,326	Project manager members
5610 Colorado Avenue Cooperative	5610 COLORADO AVE NW	5610 Colorado Avenue Cooperative	Underwriting	06-03-2016	11-09-2016	04-26-2019	34	HPTF	\$2,715,643		Project manager members
TOT							1,190		\$124,809,986	\$3,875,136	
RFP Round: 2017 Fall Affordable Housing RFP (9 Projects)											
Petworth Station Feb 2018	930 Randolph Street Northwest	WC Smith	Underwriting	02-14-2018	06-13-2018	03-15-2019	88	HPTF	\$7,972,536		Project manager members
3500 East Capitol Street NE (Phase II)	3500 East Capitol Street NE	3500 East Cap Venture LLC	Underwriting	02-14-2018	06-13-2018	05-31-2019	95	HPTF	\$16,831,202		Project manager members
Spring Flats - Senior	1125 Spring Road NW	Spring Flats MD LLC	Underwriting	02-14-2018	06-13-2018	06-13-2019	88	HPTF 9% LIHTC	\$6,984,660	\$1,100,000	Project manager members
Randle Hill Apts.	3300 6th Street Southeast	Randle Hill LLC	Underwriting	02-14-2018	06-13-2018	06-13-2019	195	HPTF	\$13,000,000		Project manager members
SOME- Anna Cooper House	1338 R Street Northwest	SOME, Inc.	Underwriting	02-14-2018	06-13-2018	06-28-2019	47	HPTF	\$4,666,340		Project manager members
Hanover Courts Apartments	2412 HARTFORD ST SE	EquityPlus Manager LLC	Underwriting	02-14-2018	06-13-2018	06-30-2019	82	HPTF 9% LIHTC	\$5,806,343	\$1,100,000	Project manager members
Anacostia Gardens Apartments	3600 Ely Place Southeast	Anacostia Gardens Investor LLC	Underwriting	02-14-2018	06-13-2018	07-01-2019	99	HPTF	\$9,850,000		Project manager members
1100 Eastern Ave NE	1100 Eastern Avenue NE	1100 Eastern Manager LLC	Underwriting	02-14-2018	06-13-2018	10-01-2019	63	HPTF	\$11,387,395		Project manager members

Project Name	Project Address	Borrower/Sponsor	Underwriting Status	Application Date	Selection Date	Projected or Actual Closing Date	Affordable Units	Funding Sources	Loan Amount	9% LIHTC	Development Team Members
Mary's House	401 Anacostia Road Southeast	Marys House for Older Adults, Inc.	Underwriting	02-14-2018	06-13-2018	10-01-2019	15	HPTF 9% LIHTC	\$1,193,239	\$320,488	Project manager members
TOT							772		\$77,691,715	\$2,520,488	
RFP Round: 2017 Spring Affordable Housing RFP (8 Projects)											
Capitol Vista	888 New Jersey Ave NW	Capitol Vista Community Partners LLC	Closed	06-14-2017	10-04-2017	09-28-2018	104	HPTF	\$18,006,741		Project manager members
555 E Street SW	555 E St SW	555 E Street SW Seniors LLC	Closed	06-14-2017	10-04-2017	12-14-2018	58	HPTF	\$10,947,095		Project manager members
Stanton Square Apartments	2395 Pomeroy Rd SE	Stanton Housing LLC	Underwriting	06-13-2017	10-04-2017	03-15-2019	121	HPTF	\$17,688,687		Project manager members
1550 First St SW	1550 1st St SW	TM DBT Limited Partnership	Underwriting	06-14-2017	10-04-2017	03-15-2019	76	HPTF	\$12,225,827		Project manager members
1736 Rhode Island Avenue NE	1736 Rhode Island Ave NE	1736 Rhode Island Ave, LLC	Underwriting	06-14-2017	10-04-2017	03-22-2019	63	HPTF	\$10,508,421		Project manager members
Brightwood Gardens	931 LONGFELLOW ST. NW.	Brightwood Gardens Cooperative	Underwriting	06-14-2017	10-04-2017	04-17-2019	52	HPTF	\$2,417,146		Project manager members
1445 Spring Rd NW Renovation	1445 Spring Road Northwest	Redevelopment Housing Advisors	Underwriting	06-14-2017	10-04-2017	06-30-2019	13	HPTF	\$1,900,773		Project manager members
Crawford Landing Townhomes	5 49th St SE	49th Street Developer LLC	Underwriting	06-14-2017	10-04-2017	10-01-2019	28	HPTF	\$5,909,471		Project manager members
TOT							515		\$79,604,161		
TOT							2,477		\$282,105,862	\$6,395,624	

**Government of the District of Columbia
Department of Housing and Community Development**



**Housing Provider Ombudsman
Annual Report for Calendar Year 2010**

Introduction

In 2004, as part of its effort to assist small housing providers better navigate and understand the District's affordable housing laws, the District of Columbia Council directed the Department of Consumer and Regulatory Affairs (DCRA) to create the Housing Provider Ombudsman (HPO). In its recommendations report for the FY 2005 Budget, The Committee on Consumer and Regulatory Affairs (the Committee) cited a critical need for direct technical assistance and education on the District's housing laws for small housing providers. Small housing providers were highlighted as most needing assistance by the Committee following testimony indicating they often could not afford the costs associated with legal counsel or other resources necessary to get quality information on the District's rental housing laws and procedures. The subject matter areas cited by the Committee for expanded technical assistance included the District's rent stabilization program, along with several other programs relating to the preservation of affordable housing.

In response to The Committee's directive, the HPO position was first staffed in FY 08 when the Housing Regulation Administration (HRA) was transferred from DCRA to the Department of Housing and Community Development (DHCD). The HPO is tasked with 3 primary areas of responsibility:

- 1) Provide technical assistance and information to small housing providers on the subject of the District's rental housing laws;
- 2) Conduct outreach and education on the District's rental housing laws for the benefit of small housing providers; and
- 3) Serve as a formal conduit for communication between small housing providers and the District government, specifically HRA.

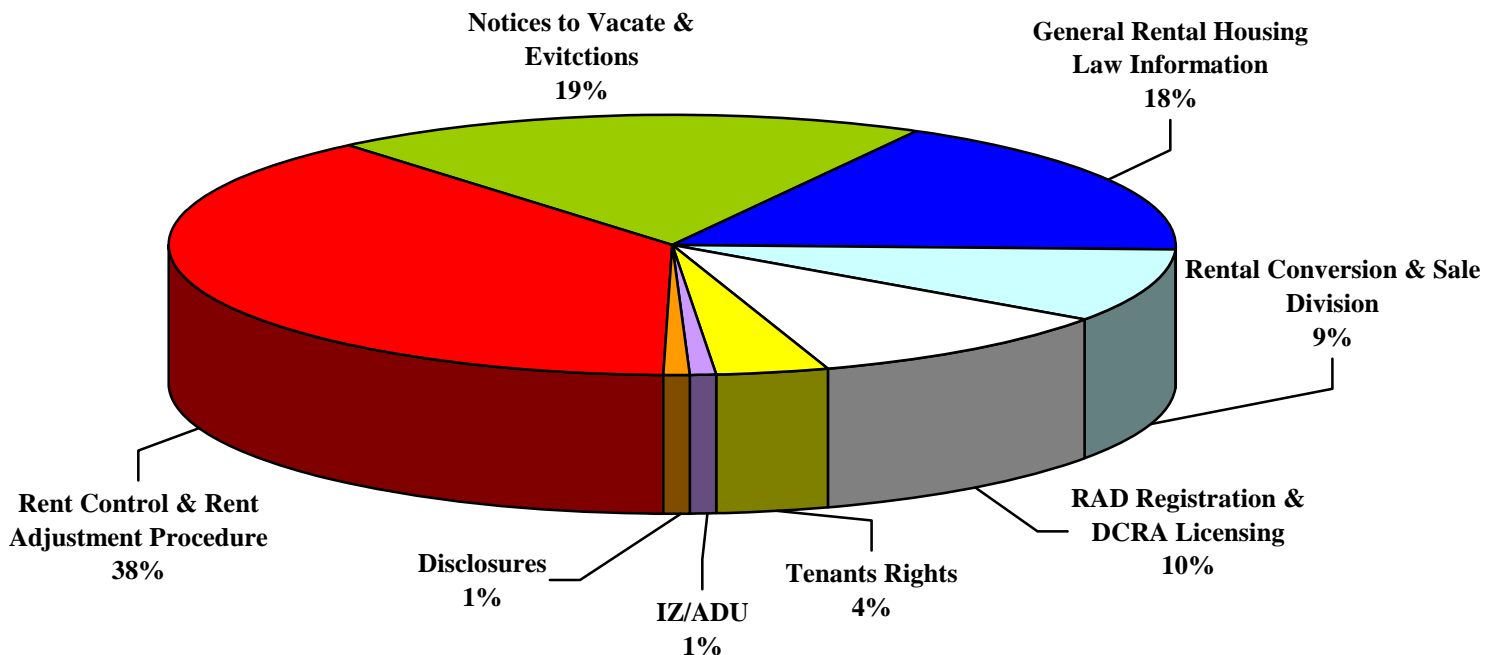
Information regarding the HPO is available on www.dhcd.dc.gov under the Housing Regulations section. The Housing Provider Ombudsman can also be reached via telephone at (202) 442-9505 and within DHCD's Housing Resource Center, which is located at 1800 Martin Luther King Jr. Avenue, SE, Washington, D.C. 20020.

Direct Technical Assistance

The Housing Provider Ombudsman (HPO) is available from 8:30 am to 3:30 pm every business day in DHCD's Housing Resource Center. The HPO provides direct technical assistance to housing providers on the law, regulations and procedures governing rent control, the licensing and registration of rental units, rent adjustments under rent control, and the conversion and sale of rental housing. The HPO also helps housing providers understand forms, clarifies policies and procedures, and receives recommendations and concerns. The HPO is available for in-person assistance on both a walk in and appointment basis.

In calendar year 2010, the HPO responded to 446 material customer inquiries. This number includes all customer interactions requiring either a sit down meeting, procedure or policy guidance or other significant assistance. Customer service inquiries requiring minor clarifications, Q&A's, or clerical matters are not captured in this metric, but would likely triple the number of stakeholder contacts. Approximately two thirds of all material inquiries were made via telephone, with the majority of the balance conducted via email. Customer inquiries are categorized into eight subject matter classifications.

Distribution of Material Housing Provider Inquiries



Breakout of HPO Material Housing Provider Inquiry Classifications

■ Rent Control and Rent Adjustments & Procedure

- 1) Researched and responded to inquiries dealing with the technical and procedural requirements for setting rents under the rent stabilization program.
- 2) Reviewed the procedures for setting rents under various scenarios including expiring exemptions, vacant properties, new construction, recent rehabilitation and ownership transfers.
- 3) Responded to questions regarding rent adjustments based upon Annual CPI, Vacancy, Substantial Rehabilitation, Capital Improvement, Voluntary Agreement, Changes in Services and Facilities and Hardship.

■ General Rental Housing Law Information

- 1) Recorded and communicated housing provider concerns and recommendations relating to the Reauthorization of the Rental Housing Act of 1985.
- 2) Provided general information on the content of the District's housing laws including lead based paint, fair housing the applicability of lease provisions, the housing choice voucher program and the regulation of security deposits.
- 3) Made inquiries for service and referred cases to outside agencies (eg. DCRA, DDOE, OTA, DCHA, DCHFA, OAH, the Bar of the District of Columbia).

□ RAD Registrations & DCRA Licensing

- 1) Assisted housing providers with the procedural requirements for licensing and registering a housing accommodation with the District of Columbia, including Certificates of Occupancy, BBL applications, Clean Hands Certifications, and the RAD Registration/Claim of Exemption.
- 2) Provided technical assistance on the legal and regulatory requirements necessary to register a housing accommodation or housing provider as exempt or excluded.
- 3) Assisted and followed up with DCRA on behalf of housing providers regarding DCRA inspection schedules and requirements.

■ Tenant Disclosures

- 1) Provided overview of housing provider disclosures to tenants including Applicant Disclosure, New Tenant Disclosure, and Notice of Disclosure forms.
- 2) Researched and responded to technical and procedural housing provider inquiries including requirements for delivery and the validity of electronic notice.

■ Notices to Vacate & Evictions

- 1) Provided technical assistance on the procedural elements of the District's 8 notices to vacate including: Correct or Vacate, Illegal Acts, Personal Use and Occupancy, Use and Occupancy of a Contract Purchaser, Discontinuance of Use, Demolition, Substantial Rehab, and Repair and Alterations.
- 2) Provided a procedural overview of the eviction process, including the role of notices to vacate, writs of eviction, and U.S. Marshals.

■ Rental Conversion & Sale Division

- 1) Responded to inquiries concerning the conversion and sale of rental units, including TOPA time periods, the requirements of notices of offer of sale, and other conversion and sale matters.
- 2) Researched and assisted with legal and procedural requirements for the licensing, registration and lease up of condominiums and cooperative units.

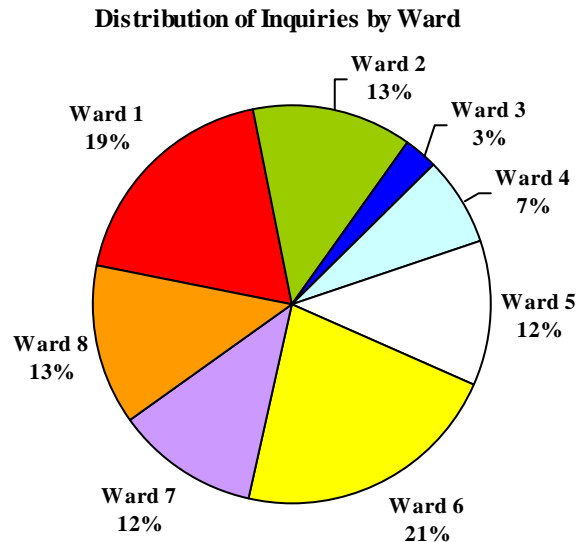
■ Tenant Rights

- 1) Responded to housing provider inquiries regarding tenants' rights to engage in legally protected activity including rights to organize, distribute flyers, post literature, and submit tenant petitions.
- 2) Responded to inquiries relating to the status, legal basis of, and procedural requirements governing tenant petitions.

■ Inclusionary Zoning/Affordable Housing Programs

- 1) Provided overview of the District's Inclusionary Zoning and Affordable Dwelling Unit programs.
- 2) Researched and responded to inquiries on other District of Columbia affordable housing programs including Planned Unit Developments and the District Opportunity to Purchase Act.

Inquiries were distributed fairly evenly among the District's eight wards, as can be observed below. The number of HPO inquiries closely tracked the estimated number of rental units located within each ward. Ward Six appears to have been over represented, accounting for 21% of HPO inquiries, despite estimates that it houses only 13% of the District's rental units. Correspondingly, Ward Three, which is estimated to contain nearly 12.5% of the District's rental units accounted for only 3% of HPO inquiries.



Outreach and Education

To assist small housing providers better understand the District's rental housing laws, the HPO and other HRA staff conduct both public education and outreach events as well as educational sessions for individuals and small groups of housing providers. Public HPO events are held approximately once per month. Though any member of the public may attend, these events are designed to provide information tailored and marketed to small housing providers.

The HPO conducted 13 public education and outreach events attended by 473 customers in 2010. Attendees included housing providers, realtors, agents, property managers, tenants and staff from other District agencies. The HPO events were held at seven different locations, and in four of the District's eight wards. Start times were scheduled both during the business hours and the evening in order to accommodate as broad a spectrum of stakeholders as possible. All educational sessions were conducted via PowerPoint and were followed by question and answer sessions. Print outs of the presentations were made available to all attendees during the event, and afterwards via email. Covered topics included:

- 1) Registration and licensing procedures for rental housing;
- 2) Rent adjustment law and procedure;
- 3) Laws and procedure governing notices to vacate and evictions;
- 4) The Tenant Opportunity to Purchase Act; and
- 5) Guest speaker led sessions discussing recent amendments to The District's lead based paint risk regulations, and the new Housing Conditions Calendar introduced by the Civil Division of the Superior Court of the District of Columbia.

Small group and individual one-off sessions occurred periodically throughout the year and were available upon request. Agendas included in-depth reviews of specific statutes and forms, step by step walk throughs of various RAD or HRA procedures, as well as clarifications of statutory and policy gray areas.

In an effort to keep the HPO informed, the HPO attended 10 other education and outreach events hosted by other members of HRA and DHCD staff in 2010.

Liaison for small housing provider concerns

Finally and perhaps most importantly, the Housing Provider Ombudsman plays the critical role of liaison between small housing providers and the District government, specifically HRA. This role can be divided into four elements.

First, the HPO serves as a point of contact for the education of potentially misinformed or misguided housing providers. The HPO is also available to District departments and agencies to assist in the communication of correct rental housing law, regulations or procedures upon request. As part of this service, DC government agencies and subcontractors can request that the HPO educate and follow up with housing providers who they suspect may not be complying with the District's rental housing laws. Requests for assistance from DHCD, other parts of RAD, and various DHCD community based organizations are common.

Second, the HPO is a vector point for District services. Housing providers seeking assistance or services offered by the District government can contact the HPO for a referral and follow up assistance. Referrals to personnel within DCRA, DDOE, DCHA, DCHFA, OAH, OTA and offices within branches of the Superior Court of the District of Columbia, among others, take place on a regular basis.

Third, the HPO is responsible for expanding small housing provider awareness on changes to relevant HRA policy and District of Columbia statutes and regulations. Updates are provided as part of the HPO's ongoing series of monthly educational events and in responses to housing provider inquiries and comments.

Fourth, the HPO is tasked with communicating the concerns and recommendations of small housing providers on the subject of rental housing policy and procedure to DHCD staff. To support that task, the HPO is included in many HRA departmental level activities. The HPO attends all weekly HRA staff meetings. The HPO also participates in departmental reviews of proposed legislative and regulatory amendments.

Going Forward

In 2011, in addition to maintaining his current service level, the HPO will be expanding its education and outreach series and collaborating with HRA to offer a set of informational guides on select aspects of the District's rental housing law. Further, the HPO's website will be expending to include additional information and educational materials.

**Government of the District of Columbia
Department of Housing and Community Development**



**Housing Provider Ombudsman
Annual Report for Calendar Year 2012**

Introduction

In 2004, the District of Columbia Council directed the Department of Consumer and Regulatory Affairs (DCRA) to create the Housing Provider Ombudsman (HPO) as part of its effort to assist small housing providers better navigate and understand the District's affordable housing laws. In its recommendations report for the fiscal year 2005 budget, the Committee on Consumer and Regulatory Affairs (Committee) cited a critical need for direct technical assistance and education on the District's housing laws for small housing providers. Small housing providers were highlighted as most needing assistance by the Committee following testimony indicating they often could not afford the costs associated with legal counsel or other resources necessary to get quality information on the District's rental housing laws and procedures. The subject matter areas cited by the Committee for expanded technical assistance included the District's rent stabilization program, along with several other programs relating to the preservation of affordable housing.

In response to The Committee's directive, the HPO was first staffed in fiscal year 2008 when the Housing Regulation Administration (HRA) was transferred from DCRA to the Department of Housing and Community Development (DHCD). The HPO is tasked with 3 primary areas of responsibility:

- 1) Provide technical assistance and information to small housing providers on the subject of the District's rental housing laws;
- 2) Conduct outreach and education on the District's rental housing laws for the benefit of small housing providers; and
- 3) Serve as a formal conduit for communication between small housing providers and the District government, specifically HRA.

Information regarding the HPO is available on www.dhcd.dc.gov under the Housing Regulations section. The HPO and can also be reached via telephone at (202) 442-7214 and within DHCD's Housing Resource Center, which is located at 1800 Martin Luther King Jr. Avenue, SE, Washington, D.C. 20020.

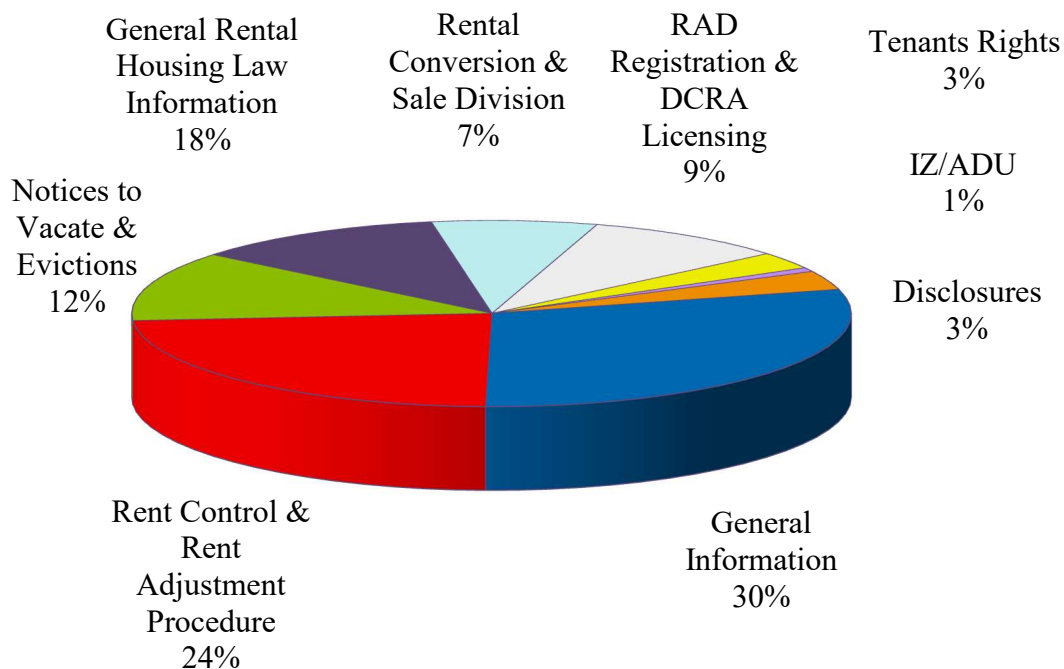
Direct Technical Assistance

The HPO is available from 8:30 am to 3:30 pm every business day in DHCD's Housing Resource Center. The HPO provides direct technical assistance to housing providers on the law, regulations and procedures governing rent control, the licensing and registration of rental units, rent adjustments under rent control, and the conversion and sale of rental housing. The HPO also helps housing providers understand forms, clarifies policies and procedures, and receives recommendations and concerns. Further, the HPO serves as a critical liaison between small housing providers and the District's programs and services. The HPO is available for in-person assistance on both a walk in and appointment basis.

In calendar year 2012, the HPO responded to more than four-hundred and fifty (450) service contacts. Education and outreach contacts both in the Housing Resource Center and in the community exceeded two-hundred (200) service contacts in 2012 for a total of well over six-hundred and fifty (650) service contacts. This number includes all customer interactions requiring either a sit down meeting, procedure or policy guidance or other significant assistance. Approximately sixty percent (60%) of all material inquiries were made via telephone and another twenty percent (20%) were via email. The remaining inquiries were addressed by scheduled and unscheduled office visits.

Customer inquiries are categorized into nine subject matter classifications.

Distribution of Material Housing Provider Inquiries



Breakout of HPO Material Housing Provider Inquiry Classifications

Traditional inquiries can be categorized by nine separate subject classifications. These classifications are defined below:

■ Rent Control and Rent Adjustments & Procedure

- 1) Researched and responded to inquiries regarding technical and procedural requirements for setting rents under the rent stabilization program.
- 2) Reviewed the procedures for setting rents under expiring exemptions, vacant properties, new construction, recent rehabilitation and ownership transfers.
- 3) Responded to questions regarding rent adjustments based upon Annual CPI, Vacancy, Substantial Rehabilitation, Capital Improvement, Voluntary Agreement, Changes in Services and Facilities and Hardship.

■ Notices to Vacate & Evictions

- 1) Provided technical assistance on the procedural elements of the District's eight (8) notices to vacate including: Correct or Vacate, Illegal Acts, Personal Use and Occupancy, Personal Use and Occupancy of a Contract Purchaser, Discontinuance of Use, Demolition, Substantial Rehab, and Repair and Alterations.
- 2) Provided a procedural overview of the eviction process, including the role of notices to vacate, writs of eviction, and U.S. Marshals.

■ General Rental Housing Law Information

- 1) Recorded and communicated housing provider concerns and recommendations relating to the Reauthorization of the Rental Housing Act of 1985.
- 2) Provided general information on the content of the District's housing laws, including lead based paint, fair housing, the applicability of lease provisions, the housing choice voucher program, and the regulation of security deposits.
- 3) Made inquiries for service and referred cases to outside agencies (e.g. DCRA, Department of the Environment (DDOE), Office of Tenant Advocate (OTA), D.C. Housing Authority (DCHA), D.C. Housing Finance Agency (DCHFA), Office of Administrative Hearings (OAH), and the Bar of the District of Columbia).

■ Rental Conversion & Sale Division

- 1) Responded to inquiries concerning the conversion and sale of rental units, including Tenant Opportunity to Purchase Act (TOPA) time periods, the requirements of notices of offer of sale, and other conversion and sale matters.
- 2) Assisted with licensing and lease up questions for condominiums and cooperative units.

□ RAD Registrations & DCRA Licensing

- 1) Assisted housing providers with the procedural requirements for licensing and registering a housing accommodation with the District of Columbia, including Certificates of Occupancy, Basic Business License applications, Clean Hands Certifications, and the Rental Accommodations Division (RAD) Registration/Claim of Exemption.

- 2) Provided technical assistance on the legal and regulatory requirements necessary to register a housing accommodation or housing provider as exempt or excluded.
- 3) Assisted and followed up with DCRA on behalf of housing providers regarding DCRA inspection schedules and requirements.

■ Tenant Rights

- 1) Responded to inquiries regarding tenants’ rights to engage in legally protected activity including rights to organize, distribute flyers, post literature, and submit tenant petitions.
- 2) Responded to inquiries relating to the status, legal basis of, and procedural requirements governing tenant petitions.

■ Inclusionary Zoning/Affordable Housing Programs

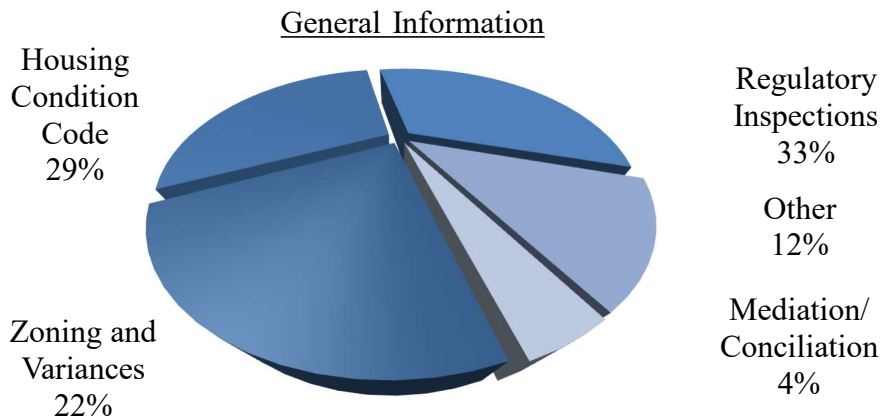
- 1) Provided overviews of the Inclusionary Zoning and Affordable Dwelling Unit programs.
- 2) Researched and responded to inquiries on other District of Columbia affordable housing programs including the District Opportunity to Purchase Act.

■ Tenant Disclosures

- 1) Provided overviews of housing provider disclosures to tenants including Applicant Disclosure, New Tenant Disclosure, and Notice of Disclosure forms.
- 2) Researched and responded to technical and procedural housing provider inquiries including requirements for delivery and the validity of electronic notice.

■ General Information

- 1) Provided clarification regarding the DCHA and DCRA inspection criteria.
- 2) Collaborated regarding housing condition code outreach.
- 3) Facilitated responses regarding zoning and variance processes.
- 4) Fielded general stakeholder suggestions and complaints.
- 5) Discussed mediation and conciliation opportunities.

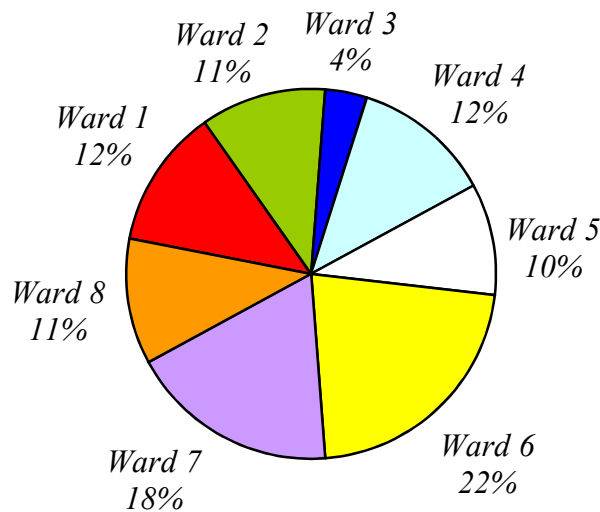


Approximately thirty percent (30%) of all total HPO inquiries are for General Information, which fall outside of the traditionally promoted functions of the HPO. This highlights the success of efforts to provide liaison services and the continued need for formal collaboration with other governmental agencies and resources.

Ward Representation: Inquiries vs. Rental Units

Where inquiries were made by telephone, many callers were reluctant to offer addresses or ward information, especially when questions are related to registration and licensing. However, where addresses were provided, the number of inquiries continued to closely track with the estimated number of rental units located within each Ward in the “Rent Control Report for the District of Columbia”, which was published in June 2011. Ward 6 still appears to have been over represented, accounting for 22% of HPO inquiries, despite estimates that it houses only 13% of the District’s rental units. Ward 3 continued to lag in that only 4% of HPO inquiries were received from this ward, even though nearly 12.5% of the District’s rental units are in this ward.

Distribution of Inquiries by Ward



Outreach and Education

To assist small housing providers better understand the District’s rental housing laws, the HPO and other HRA staff conduct both public education and outreach events as well as educational sessions for individuals and small groups of housing providers. Though any member of the public may attend, these events are designed to provide information tailored and marketed to small housing providers.

The HPO conducted 12 public education and outreach events attended by more than 425 customers in 2012. Attendees included housing providers, realtors, agents, property managers, tenants, Metropolitan Police Officers, Office of Attorney General personnel, and staff from DHCD and other District agencies. The HPO events were held at seven different locations, and in four of the District’s eight wards. Start times were scheduled both during business hours and in the evening to accommodate as broad a spectrum of stakeholders as possible. Print outs of the presentations were made available to all attendees during the event, and afterwards via email. Covered topics included:

- 1) Registration and licensing procedures for rental housing;
- 2) Rent adjustment law and procedure;
- 3) Laws and procedure governing notices to vacate and evictions;
- 4) The Tenant Opportunity to Purchase Act;
- 5) Collaborative Topics with DCRA, DOH, The Office of Emergency Preparedness, Bank on DC and DCHA; and
- 6) DHCD Annual Housing Expo.

Small group and individual one-on-one sessions also occurred periodically throughout the year and were available upon request.

Liaison for Small Housing Provider Concerns

Finally, and perhaps most importantly, the HPO plays the critical role of liaison between small housing providers and the District government, specifically HRA. The current role can be divided into four elements.

First, the HPO serves as a point of contact for the education of potentially misinformed or misguided housing providers. The HPO is also available to District agencies to assist in the communication of correct rental housing laws, regulations or procedures upon request. As part of this service, District agencies can request that the HPO educate and follow up with housing providers who they suspect may not be complying with the District's rental housing laws. Requests for assistance from DHCD, other parts of RAD, and various DHCD community based organizations are common.

Second, the HPO is a vector point for District services. Housing providers seeking assistance or services offered by the District can contact the HPO for referral and follow up assistance. Referrals to personnel within DCRA, DDOE, DCHA, DCHFA, OAH, OTA and offices within branches of the Superior Court of the District of Columbia, among others, take place on a regular basis.

Third, the HPO is responsible for expanding small housing provider awareness regarding changes to relevant HRA policy and District of Columbia statues and regulations. Updates are provided as part of the HPO's ongoing series of monthly educational events and in response to housing provider inquiries and comments.

Fourth, the HPO is tasked with communicating the concerns and recommendations of small housing providers to DHCD staff. To support that task, the HPO is included in many HRA departmental level activities. The HPO attends all weekly HRA staff meetings. The HPO also participates in departmental reviews of proposed legislative and regulatory amendments.

Going Forward

In 2013, in addition to maintaining the current service level, the HPO will:

- Expand its education and outreach series through additional collaborations with DHCD divisions and sister agencies in the economic, housing, safety and health clusters;
- Network with other District of Columbia and municipal ombudsmen to further identify best practices;
- Further explore the merits and challenges to create a certification component for housing providers who complete specific Housing Regulation Administration training sessions;
- Assist agency management in determining appropriate changes to assure that the HPO is utilized to its maximum potential by suggesting appropriate staffing and responsibility expansions necessary to serve the expanding needs of stakeholders;
- Explore training enhancements offered by recording educational outreach session to be linked to the DHCD website and made available for viewing in the Housing Resource Center;
- Additional effective outreach collaborations with non-governmental partners; and
- Increase outreach capacity and services to ensure that stakeholder education about the District's rental housing laws continues to promote understanding and compliance with the laws' policy objectives.

Comments regarding this annual report or have a housing provider related inquiry?

Please contact the Housing Provider Ombudsman via telephone at (202) 442-7214 or email tonya.butler-truesdale@dc.gov. You may also visit DHCD's Housing Resource Center located at 1800 Martin Luther King Jr. Avenue, SE, Washington, D.C. 20020.

**Government of the District of Columbia
Department of Housing and Community Development**



What Is the Role of the Housing Provider Ombudsman in Increasing the Affordable Housing Stock: A Component of the District of Columbia Wise Investment Destination Initiative?

Introduction

This preliminary Housing Provider Ombudsman analysis is being offered in an effort to:

- prepare for sustained growth in the rental housing market; and,
- promote maximum benefit and utilization of the Department of Housing and Community Development Housing Resource Center where the Housing Provider Ombudsman's office is currently located.

The recent mayoral estimates of eleven-hundred (1,100) new residents per month moving into the District of Columbia have resulted in an exponential increase in demand for well managed and affordable rental housing. Additionally, the Mayoral objective of industrial diversification and economic growth require the existence of an affordable urban housing stock to demonstrate feasibility of growth to prospective employers new to the District. The city's goals of industrial diversity, economic growth and cultural inclusiveness also require an enhanced commitment to the preservation of the existing housing stock owned by individuals and small corporations. Productive engagement with existing and prospective housing providers begins with the clear establishment of a central point of contact for information and, identification of governmental and non-governmental resources. This is especially vital were registration and licensing functions have been decentralized.

Emphasizing the District of Columbia's business friendly practices and encouraging housing providers to market their properties on diverse income levels creates a growing need for a single point of contact for information related to:

- Housing provider rights and obligations;
- Liaison services to related governmental and non-governmental resources;
- Informative housing regulation outreach for ease of compliance;
- Proper usage and understanding of housing regulation forms;

- Landlord-Tenant conciliation/mediation services amongst other demands;
- Staff accessibility demonstrating the District of Columbia's receptivity to stakeholder input and suggestions related to Housing Regulation.

It is critical to sustained growth that existing and new housing providers be prepared for the impact of the city's increase in residential housing demands. It is equally critical that the Housing Provider Ombudsman be a central figure in the early identification of issues impacting the:

- Availability of a quality affordable housing units;
- Ability of current and future residential real estate investors to efficiently do business with the District of Columbia; and,
- Establishment and utilization of capacity building resources available to housing providers in exercising their legal rights and satisfying their obligations.

New and existing housing providers of all types will require the enhanced resources of the DHCD Housing Resource Center and a Housing Provider Ombudsman whose duties more closely mirror the original intent defined in legislative hearings regarding the creation of the Ombudsman's office to:

- Provide critical assistance in initial compliance for new housing providers;
- Promote of rent stabilization compliance within the regulated older rental inventory;
- Explain and clarify all aspects of new housing provider disclosure requirements;
- Explain and clarify the non-rent stabilization portion of the Rental Housing Act;
- Enhance all other housing regulation performance objectives; and,
- Provide an efficient single point of contact for preliminary identification of stakeholder challenges requiring corrective action or other immediate agency leadership.

The considerations and potential enhancements to be discussed if implemented can result in superior preparation for the increased housing demand, less perfunctory reports, proper identification of trends and more reliable forecasting and data for practical economic development projections. Moreover, projections can be useful tools to both the executive and legislative branches of the District of Columbia. These enhancements to our ability to assist more proactively in statutory compliance will decrease the cost of court administration in all related judicial forums (Office of Administrative Hearings, Rental Housing Commission, the District of Columbia Superior Court and the District Court of Appeals) by proactively addressing fact patterns that could evolve into judicial claims with and without agency sponsored conciliation/mediation.

Finally, the HPO's office has established effective working relationships with the Rental Accommodations Division, the Rental Sales and Conversions Division and the Inclusionary Zoning and Affordable Dwelling Unit staff. The Ombudsman has observed

management of these program operations from a unique “objective observer” view. The observations have resulted in an excellent working knowledge of the massive strengths and functional challenges of each operation. Hence, an immediate clarification of the type of Ombudsman service needed by DHCD will prove valuable to future program realignments and the identification of more effective standard operating practices within the Housing Resource Administration.

Brief History of the Housing Provider Ombudsman Original Mandate Versus Currently Promoted Functions

In 2004, as part of its effort to assist small housing providers better navigate and understand the District’s affordable housing laws, the District of Columbia Council directed the Department of Consumer and Regulatory Affairs (DCRA) to create the Housing Provider Ombudsman (hereinafter HPO). In its recommendations report for the FY 2005 Budget, The Committee on Consumer and Regulatory Affairs (the Committee) cited a critical need for direct technical assistance and education on the District’s housing laws for housing providers and especially those with limited capacity to retain professional services. Interestingly, the Council declined to quantitatively define small housing provider for the purposes of the functions of the Housing Provider Ombudsman. This apparently deliberate omission is consistent with the Office of the Tenant Advocate’s scope of service to tenants whose rights have been violated by both small and corporate sized housing providers since the HPO’s office was created to balance assistance resources equally to all immediate rental housing stakeholders.

Hence, it was initially determined that the Ombudsman would be responsible for:

- Impartially investigating, analyzing, and mediating housing provider concerns under the purview of RAD including a wide range of legal and technical matters related to rent control and, rental housing sales and conversions,;
- Serving as an expert to the Housing Regulation Administrator in a variety of areas, including complaints, FOIA compliance, legislative preparation and testimony, and publication of RAD information; and,
- Addressing disputes affecting housing providers and serving as lead contact person for complaints received by RAD from outside sources such as District housing providers, the Mayor, and the DC Council.

Small housing providers were highlighted as most needing assistance by the Committee following testimony indicating they often could not afford the costs associated with legal counsel or other resources necessary to get **quality information** on the District’s rental housing laws and procedures. The subject matter areas cited by the Committee for expanded technical assistance included the District’s rent stabilization program, along with several other programs relating to the preservation of **affordable housing** (emphasis added). In response to The Committee’s 2004 directive, the HPO position was first staffed in FY 08 when the Housing Regulation Administration (HRA) was transferred from DCRA to the Department of Housing and Community Development

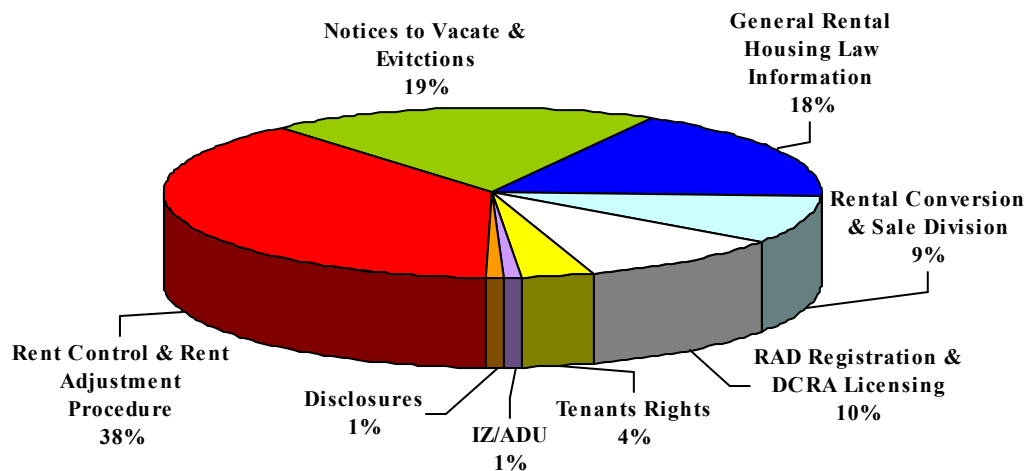
(DHCD). However, the HPO is currently only tasked with four vague primary areas of responsibility:

- 1) Providing technical assistance and information to small housing providers on the subject of the District's rental housing laws;
- 2) Conducting outreach and education on the District's rental housing laws for the benefit of small housing providers;
- 3) Serving as a formal conduit for communication between small housing providers and the District government, specifically HRA; and,
- 4) Providing "Resource location assistance."

Contemporary Housing Provider Stakeholder Needs Demonstrated by Annual Contact Profiles

In 2010 the Housing Provider Ombudsman's Office experienced inquiries regarding rent adjustments and proper eviction practices in well over fifty percent of stakeholder contacts as indicated by the pie chart below.

Distribution of Material Housing Provider Inquiries

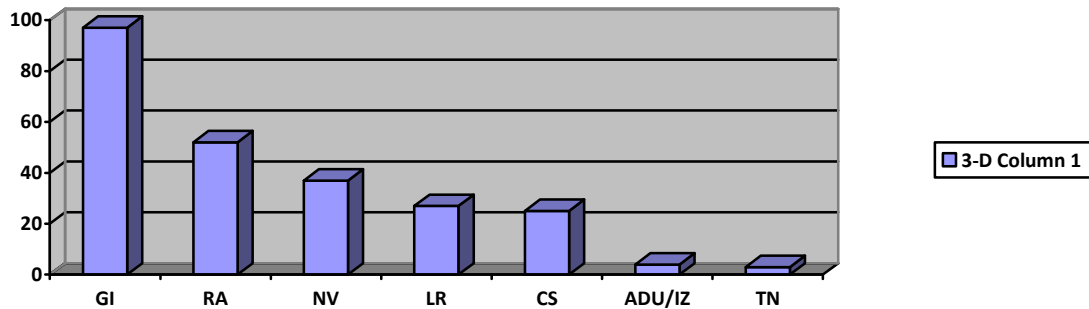


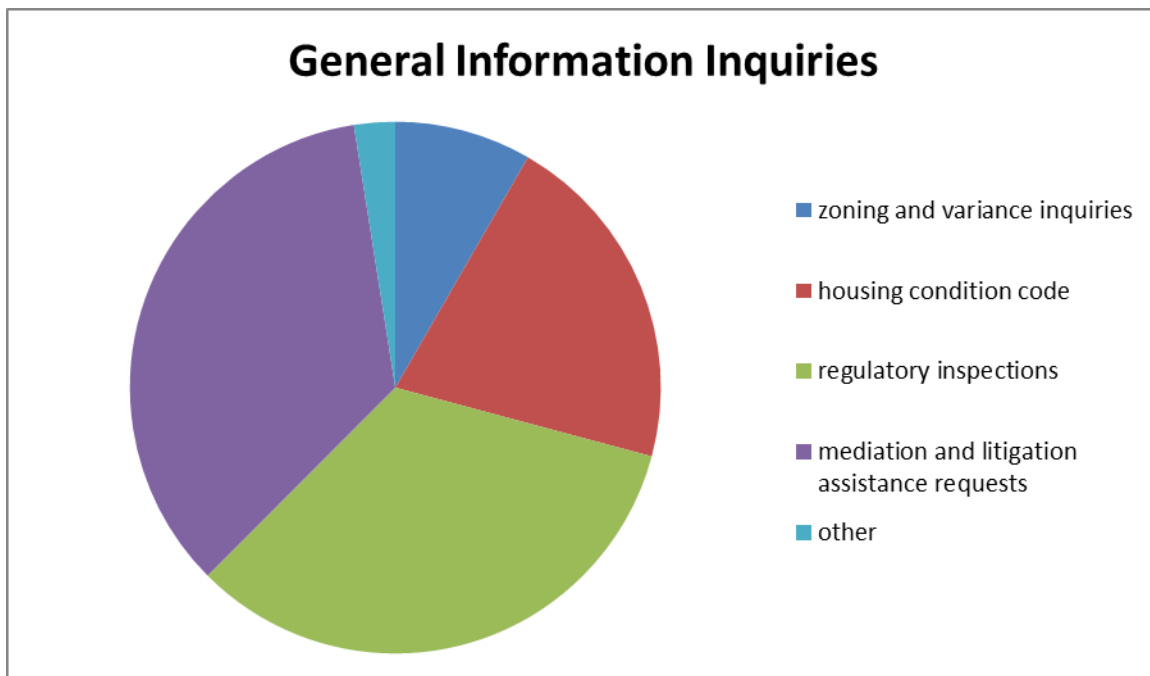
In 2012, our data indicates that inquiries and requests for assistance from housing provider stakeholders could be appropriately categorized under the following terms:

- Notices to Vacate **(NV)**- information sought on how to terminate or suspend tenancies.
- Rental Adjustments **(RA)**- information sought on how to file rent increases

- General Information **(GI)**- described in pie chart below demonstrating demand for expanded services related to mediation and conciliation, zoning and variance assistance, collaborative housing condition code outreach, regulatory inspection issues, mediation and litigation assistance requests, stakeholder suggestions and complaints.
- Condo Sales and Conversion, Tenant Opportunity To Purchase Compliance **(CS)**– information sought on how to convey rental property by sale and comply with TOPA.
- Mis-directed Inquiries from Tenants **(TN)**
- Licensing and Registration **(LR)**- information sought on licensing requirements and property registration procedures.
- Affordable Dwelling Units/Inclusionary Zoning **(ADU/IZ)**- information sought on inclusionary zoning and affordable dwelling initiatives.

The bar graph above indicates that an inordinate amount of stakeholder inquiries fall outside of the currently promoted functions due to the narrowed Housing Provider Ombudsman functions which are less comprehensive than the broader statutory mandate. This data highlights a need to expand the mission to the original statutory intent.





Specifically, the above pie chart analysis of the 2012 data related to the general information inquiries reveals that many stakeholders were seeking information on:

- mediation/conciliation and tenant relations, non-licensing and registration (housing conditions code and the DCRA inspection processes) issues related to the Department of Consumer and Regulatory Affairs,
- questions related to operating procedures for DHCD responses to landlord petitions,
- litigation assistance,
- zoning and variances; and,
- other topics that could be effectively addressed with an expanded mission.

Moreover, it is important to note that the current narrowly defined functions of the Housing Provider Ombudsman's function are also compromised by a lack of confidentiality and mid-level management reporting obligations. Despite the position description requirement that the HPO be a licensed attorney in the District of Columbia with numerous senior level management legal skills and accomplishments and, in opposite of traditional ombudsman functions, our agency explicitly states, "communication with the HPO is a matter of public record although some communication can be conducted anonymously."¹ The failure to offer stakeholders anonymity intensifies the potential for obstruction to the identification of better management practices and crisis prevention.

¹ Housing Provider Ombudsman Flyer

While the current narrow mandates have addressed the minimal needs of some relevant stakeholders, they result in a severe and persistent shortfall of services to the housing provider community and possibly severely truncate the agency's statutory obligation to maintain ombudsman services. Clearly, agency outreach and education efforts have resulted in greater stakeholder usage and expectations.

Yet, several of the aspects of the current HPO job description as provided to the public contradict the traditional definition of an Ombudsman despite both a 2011 and 2012 DC Council Budget Recommendations which explicitly stated:

The Committee strongly encourages and expects the Executive to identify funding in the Fiscal Year 2012 budget to create an Office of the Housing Provider Advocate within the Department of Housing and Community Development. Specifically, the Executive should fund at least three FTE positions. The additional FTEs will assist the Housing Provider Advocate in the performance his or her many duties, including but not limited to:

(1) Providing education and outreach to small housing providers and the community about laws, rules, and other policy matters involving rental housing;

(2) Advising housing providers in filing petitions, complaints and responding to complaints;

(3) Advising housing providers at conciliation meetings;

(4) Represent housing providers, as its discretion, and as it determines to be in the public interest in Federal or District or administrative proceedings. (Emphasis Added)

And the 2012 DC Council Budget Recommendations further explicitly stated:

The Committee directs that the \$9,240,934 in FY2011 funding recently deposited in the Housing Production Trust Fund (HPTF) that was slated to transferred to the Deputy Mayor For Planning and Economic Development, remain in the HPTF to be used on pending projects currently in the DHCD development pipeline.

Query and Solution

1. Can the establishment of a three year progressive staffing and realignment/consolidation of the Housing Provider Ombudsman functions facilitate executive efforts to
 - a. increase the affordable housing stock,
 - b. increase statutory compliance in residential housing issues; and,
 - c. Decrease landlord tenant litigation?

2. Is such an effort a critical component of solidifying the District of Columbia's identity as a prominent wise real estate investment destination?
3. Should the invitation to invest in the District assure new and existing residential real estate investors a central one point of contact resource for investigation, mediation, and resolution of problems and complaints?

Formally, a non-mayoral appointment, is selected by the DHCD Director to provide the executive level coordination of the Rental Sales and Conversion Division and the Rental Accommodation Division for a comprehensive management of existing non-single family housing inventory. Assuming the consolidation of the Housing Provider Ombudsman deserves closer examination and consideration, a component of accomplishing these goals, would require a determination of what category of Ombudsman the Housing Provider Ombudsman should be selected. There are three broad classes of Ombudsmen, they are:

- classical (or governmental),
- **organizational, and (with educational component);**
- executive or hybrid Ombudsmen.

Our current HPO mandate fits in none of these classes but, the office currently functions most like an organizational ombudsman with an educational component serving primarily external stakeholders. Each of these types of Ombudsmen has a different focus in terms of: Clientele; agencies they oversee; statutory or procedural establishment or powers; and, out-reporting requirements. The Housing Regulation Administration currently requires a more effective way of capturing the work being done by the division for purposes of data collection and process improvement and alignment with agency and District initiatives.

The resulting acute need for a management capstone for the Housing Regulation Administration can be partially addressed by:

1. Creating a clear mandate of executive recourse through a qualified knowledgeable incumbent within the Housing Regulation Administration through a new reporting relationship outside of HRA;
2. Establishing an HPO "Independence and Impartiality Statement" consistent with more traditional Ombudsman functions;
3. Establishing confidentiality systems for stakeholders with valid critical complaints;
4. Completing a credible review of division functions for the creation of Standard Operating Procedures; and,
5. Expanding the role of the Ombudsman's Office to facilitate enhanced coordination between Housing Regulation Administration
 - a. the Office of the Tenant Advocate,
 - b. the District of Columbia Bar Landlord Tenant Court Clinic,
 - c. the Office of Administrative Hearings,
 - d. DCRA; and,

e. other sister agencies.

These offices have already been contacted by the current HPO and the foundation for a better working relationship has been fostered.

Recommendation of Additional Staffing if Duties Expanded As Proposed

In 2012, Housing Resource Center contacts requesting Ombudsman services exceeded four-hundred and fifty (450) service contacts and under staffing, limited the ability to effectively record repeated contacts from return clients. Education and outreach contacts both in the Housing Resource Center and in the community exceeded two-hundred (200) service contacts in 2012 for a total of well over six-hundred and fifty (650) service contacts by one employee.

In the entire calendar year of 2010, the HPO responded to 446 material customer inquiries. This number includes all customer interactions requiring either a sit down meeting, procedure or policy guidance or other significant assistance. Comparatively, in the month of January 2013 alone, Housing Resource Center contacts for the Housing Provider Ombudsman exceeded eighty-nine (89) service contacts. In February of 2013 there were in excess of seventy-eight (78) service contacts. And, in March of 2013 the HPO served in excess of eighty-nine (89) stakeholders. The first quarter 2013 contact completed separate from outreach classes and presentations was two-hundred and forty-nine (249) and this number exceeds previously recorded quarterly counts. Assuming the number of monthly contacts will increase through Spring, Summer and, Fall (as evidenced in 2012) **the Housing Provider Ombudsman will conservatively have in excess of eleven-hundred (1,100) in and out of office service contacts for the 2013 calendar year. This projection is more than double the number of previous stakeholders served.**

A report by a North Dakota legislative committee for the establishment of a family services ombudsman's explored other state ombudsman staffing and complaint ratios in a national state survey and indicated a current range of twelve (12) full time employees (hereinafter FTEs) staff for seven-hundred and forty (740) complaints/ service contacts per year at a Michigan Ombudsman's office and fourteen (14) FTEs at the Oklahoma Department of Human Services Office of Client Advocacy for seven-hundred and fifty (750) service contacts.² Our own District of Columbia Office of the Tenant Advocate had approximately fourteen (14) FTEs in 2011 and had two-thousand, six hundred and fifteen (2, 615) service contacts/cases. The office added two attorney positions in 2012 for a total of approximately sixteen (16) or more FTEs.³ Therefore while other states surveyed appear to establish service ratios of one employee to every fifty-three complaints/contacts (1:53), the District Office of the Tenant Advocate has been effectively functioning with a ratio of one employee to every one-hundred and sixty three complaints/contacts (1:163).

² North Dakota Legislative Committee Record September 2009, 195059, p.3

³ Office of the Tenant Advocate, Annual Report FY 2011, p. 29

Summary Recommendations

This data suggest that staffing goals in the Housing Provider Ombudsman's Office might best be met by an initial staff of 5 given the analogous operating capacity of the Office of the Tenant Advocate to administer resolution of two-thousand six-hundred and fifteen (2, 615) contacts with a staff of fourteen (14) in 2011.

Year One Expansion- Housing Provider Ombudsman Office Established-5 FTEs as follows:

1. Housing Provider Ombudsman
2. Deputy Housing Provider Ombudsman for Outreach and Education
3. Deputy Housing Provider Ombudsman for Technical Assistance
4. Deputy Housing Provider Ombudsman for Dispute Resolution
5. Ombudsman Program Specialist/Intake

Year Two Expansion-Phase 2 of expansion of duties 7 FTES

6. Ombudsman Program Specialist/Records Analyst
7. Housing Resource Center Manager- should it be determined by the Rent Administrator and the Chief Operating Officer that the position be created to enhance the standard operating procedures of the Rental Accommodations Division

Year Three Expansion-Phase 3 of expansion of duties 8-10 FTES

8. 2-4 Housing Resource Center Contact Representatives

Further, the 2009 KPMG Report entitled, "District of Columbia Department of Community Development: Integration of Housing Regulation Administration with Department of Housing and Community Development-Deliverable for Tasks 1-3" contains the recommended model for the Housing Services Center enclosed herein as Appendix 1. This model is enclosed to demonstrate the existing programs needing a single collaborative point of contact for purposes of public information that has been compromised by the non-existence of a Housing Regulation Administrator and current truncated functions of the Ombudsman.

Finally, it has been nine years since the District of Columbia City Council enacted legislation creating the Housing Provider Ombudsman's Office. The impact of this office should no longer be measured by marginalized goals. Recently, the US Congress mandated the creation of an analogous Ombudsman's office for the Consumer Finance Protection Bureau (hereinafter CFPB) through the landmark Frank-Dodd Act. The office was established and operating at full capacity of the first phase of the roll out a full month before the statutory deadline. The CFPB Ombudsman advocates for a fair process between its stakeholders by utilizing the principles of:

- Independence – The Ombudsman reports to the CFPB's Deputy Director with access to the Director. This reporting line ensures the Ombudsman's independence within the CFPB. It also allows

us to act as an early warning system and serve as a catalyst for change, if needed.

- Impartiality – We do not take sides in reviewing an issue. We do not take the side of the consumer, financial institution, or the CFPB. Instead, we advocate for a fair process.
- Confidentiality – We have put safeguards in place to preserve confidentiality absent stakeholder consent to share identifying information.⁴

Similar safeguards for housing provider stakeholders will not only legitimize the functions of the Ombudsman's office but could also serve as prototype District Government wide. This author attempted to determine what if any standard operating procedures were in place for the one other staffed District of Columbia Ombudsman office (the Long Term Care Ombudsman of the Department of Health Care Finance). To date appointment attempts with the office have not been successful. Additionally, although there have been recent discussion about selected a new Education Ombudsman to replace Tonya Vidal-Kinlow, there is no information immediately on how that office was organized or staffed. Finally, the quasi-governmental District of Columbia Housing Authority also has an Ombudsman but that position has also been expanded to include broader stakeholder service functions. Our Chief Administrative Officer, Mr. Trent has agreed to assist in acquiring access to more information and personnel on these other city ombudsman operations. The information will be used to make further determinations regarding the best ombudsman proto-type for our agency in a manner to assist with the housing objectives of our entire service cluster.

⁴ CFPB Ombudsman's Office FY2012 Annual Report to the Director, November 15, 2012, p. 3

APPENDIX 1

Government of the District of Columbia
Department of Housing and Community Development



Housing Provider Ombudsman
Annual Report for Calendar Year 2012

Introduction

In 2004, as part of its effort to assist small housing providers better navigate and understand the District's affordable housing laws, the District of Columbia Council directed the Department of Consumer and Regulatory Affairs (DCRA) to create the Housing Provider Ombudsman (HPO). In its recommendations report for the fiscal year 2005 budget, The Committee on Consumer and Regulatory Affairs (Committee) cited a critical need for direct technical assistance and education on the District's housing laws for small housing providers. Small housing providers were highlighted as most needing assistance by the Committee following testimony indicating they often could not afford the costs associated with legal counsel or other resources necessary to get quality information on the District's rental housing laws and procedures. The subject matter areas cited by the Committee for expanded technical assistance included the District's rent stabilization program, along with several other programs relating to the preservation of affordable housing.

In response to The Committee's directive, the HPO position was first staffed in fiscal year 2008 when the Housing Regulation Administration (HRA) was transferred from DCRA to the Department of Housing and Community Development (DHCD). The HPO is tasked with 3 primary areas of responsibility:

- 1) Provide technical assistance and information to small housing providers on the subject of the District's rental housing laws;
- 2) Conduct outreach and education on the District's rental housing laws for the benefit of small housing providers; and
- 3) Serve as a formal conduit for communication between small housing providers and the District government, specifically HRA.

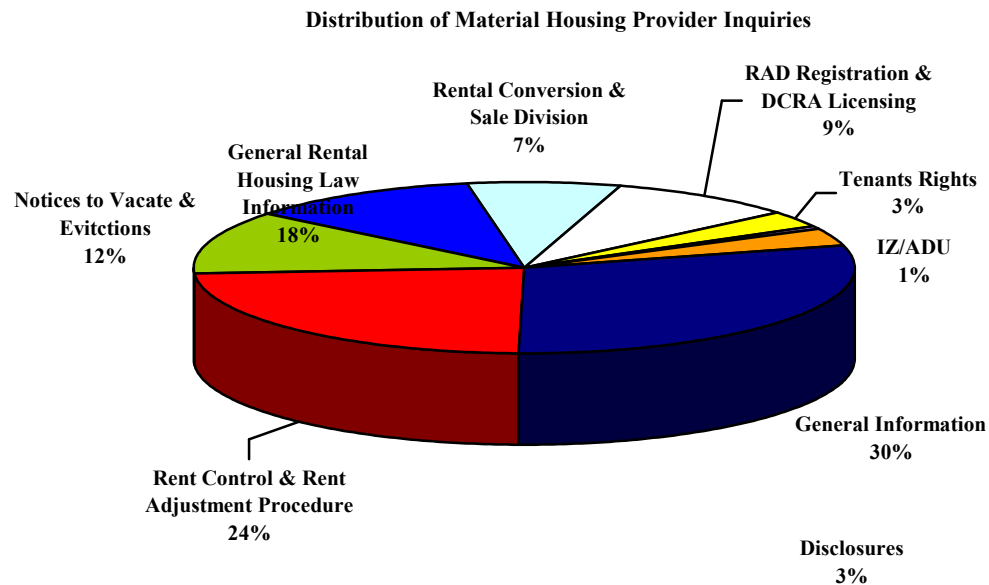
Information regarding the HPO is available on www.dhcd.dc.gov under the Housing Regulations section. The Housing Provider Ombudsman can also be reached via telephone at (202) 442-9505 and within DHCD's Housing Resource Center, which is located at 1800 Martin Luther King Jr. Avenue, SE, Washington, D.C. 20020.

Direct Technical Assistance

The Housing Provider Ombudsman (HPO) is available from 8:30 am to 3:30 pm every business day in DHCD's Housing Resource Center. The HPO provides direct technical assistance to housing providers on the law, regulations and procedures governing rent control, the licensing and registration of rental units, rent adjustments under rent control, and the conversion and sale of rental housing. The HPO also helps housing providers understand forms, clarifies policies and procedures, and receives recommendations and concerns. Further, the HPO serves as a critical liaison between small housing providers and the District's programs and services. The HPO is available for in-person assistance on both a walk in and appointment basis.

In calendar year 2012, the HPO responded to more than four-hundred and fifty (450) service contacts. Education and outreach contacts both in the Housing Resource Center and in the community exceeded two-hundred (200) service contacts in 2012 for a total of well over six-hundred and fifty (650) service contacts. This number includes all customer interactions requiring either a sit down meeting, procedure or policy guidance or other significant assistance. Approximately sixty percent of all material inquiries were made via telephone and another twenty percent were via email. The remaining inquiries were addressed by scheduled and unscheduled office visits.

Customer inquiries are categorized into nine subject matter classifications.



Breakout of HPO Material Housing Provider Inquiry Classifications

Breakout of HPO Material Housing Provider Inquiry Classifications

Traditional inquiries can be categorized by nine separate subject classifications. These classifications are defined below:

■ Rent Control and Rent Adjustments & Procedure

- 1) Researched and responded to inquiries regarding technical and procedural requirements for setting rents under the rent stabilization program.
- 2) Reviewed the procedures for setting rents under expiring exemptions, vacant properties, new construction, recent rehabilitation and ownership transfers.
- 3) Responded to questions regarding rent adjustments based upon Annual CPI, Vacancy, Substantial Rehabilitation, Capital Improvement, Voluntary Agreement, Changes in Services and Facilities and Hardship.

■ General Rental Housing Law Information

- 1) Recorded and communicated housing provider concerns and recommendations relating to the Reauthorization of the Rental Housing Act of 1985.
- 2) Provided general information on the content of the District's housing laws, including lead based paint, fair housing, the applicability of lease provisions, the housing choice voucher program, and the regulation of security deposits.
- 3) Made inquiries for service and referred cases to outside agencies (e.g. DCRA, Department of the Environment (DDOE), Office of Tenant Advocate (OTA), D.C. Housing Authority (DCHA), D.C. Housing Finance Agency (DCHFA), Office of Administrative Hearings (OAH), the Bar of the District of Columbia).

□ RAD Registrations & DCRA Licensing

- 1) Assisted housing providers with the procedural requirements for licensing and registering a housing accommodation with the District of Columbia, including Certificates of Occupancy, Basic Business License applications, Clean Hands Certifications, and the Rental Accommodations Division (RAD) Registration/Claim of Exemption.
- 2) Provided technical assistance on the legal and regulatory requirements necessary to register a housing accommodation or housing provider as exempt or excluded.
- 3) Assisted and followed up with DCRA on behalf of housing providers regarding DCRA inspection schedules and requirements.

■ Tenant Disclosures

- 1) Provided overviews of housing provider disclosures to tenants including Applicant Disclosure, New Tenant Disclosure, and Notice of Disclosure forms.
- 2) Researched and responded to technical and procedural housing provider inquiries including requirements for delivery and the validity of electronic notice.

■ Notices to Vacate & Evictions

- 1) Provided technical assistance on the procedural elements of the District's eight (8) notices to vacate including: Correct or Vacate, Illegal Acts, Personal Use and Occupancy, Use and Occupancy of a Contract Purchaser, Discontinuance of Use, Demolition, Substantial Rehab, and Repair and Alterations.
- 2) Provided a procedural overview of the eviction process, including the role of notices to vacate, writs of eviction, and U.S. Marshals.

■ Rental Conversion & Sale Division

- 1) Responded to inquiries concerning the conversion and sale of rental units, including Tenant Opportunity to Purchase Act (TOPA) time periods, the requirements of notices of offer of sale, and other conversion and sale matters.
- 2) Assisted with licensing and lease up questions for condominiums and cooperative units.

■ Tenant Rights

- 1) Responded to housing provider inquiries regarding tenants' rights to engage in legally protected activity including rights to organize, distribute flyers, post literature, and submit tenant petitions.
- 2) Responded to inquiries relating to the status, legal basis of, and procedural requirements governing tenant petitions.

■ Inclusionary Zoning/Affordable Housing Programs

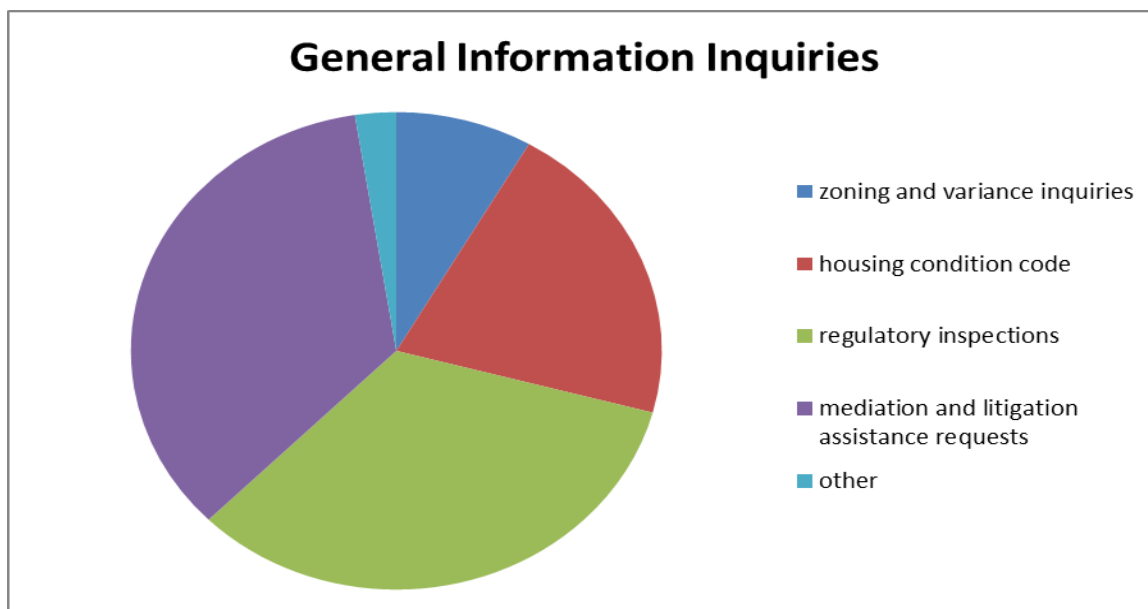
- 1) Provided overviews of the Inclusionary Zoning and Affordable Dwelling Unit programs.
- 2) Researched and responded to inquiries on other District of Columbia affordable housing programs including the District Opportunity to Purchase Act.

■ General Information

- 1) Discussed mediation and conciliation opportunities.
- 2) Facilitated responses regarding zoning and variance processes.
- 3) Collaborated regarding housing condition code outreach.
- 4) Provided clarification regarding the DCHA and DCRA inspection criteria.
- 5) Fielded general stakeholder suggestions and complaints.

■ General Information

- 1) Discussed mediation and conciliation opportunities.
- 2) Facilitated responses regarding zoning and variance processes.
- 3) Collaborated regarding housing condition code outreach.
- 4) Provided clarification regarding the DCHA and DCRA inspection criteria.
- 5) Fielded general stakeholder suggestions and complaints.

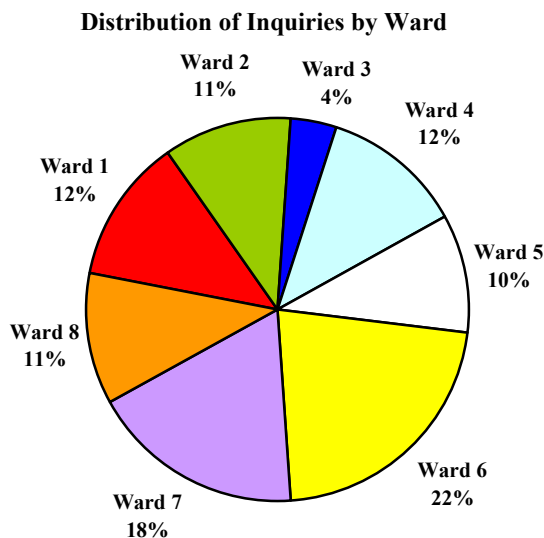


The graph above indicates that a substantial amount of inquiries fall outside of the currently promoted functions of the Housing Provider Ombudsman and the data highlights the success of efforts to provide liaison services for housing providers to all District programs and resources.

Ward Representation: Inquiries vs. Rental Units

Where inquiries were made by phone, many callers were reluctant to offer addresses or ward information, especially when questions are related to registration

and licensing. However, where addresses were provided, the number of inquiries continued to closely track with the estimated number of rental units located within each Ward in the “Rent Control Report for the District of Columbia”, which was published in June 2011. Ward 6 still appears to have been over represented, accounting for 21% of HPO inquiries, despite estimates that it houses only 13% of the District’s rental units. Ward 3 continued to lag in that only 4% of HPO inquiries were received from this ward, even though nearly 12.5% of the District’s rental units are in this ward.



Outreach and Education

To assist small housing providers better understand the District’s rental housing laws, the HPO and other HRA staff conduct both public education and outreach events as well as educational sessions for individuals and small groups of housing providers. Though any member of the public may attend, these events are designed to provide information tailored and marketed to small housing providers.

The HPO conducted 12 public education and outreach events attended by more than 425 customers in 2012. Attendees included housing providers, realtors, agents, property managers, tenants, Metropolitan Police Officers, Office of Attorney General personnel, and staff from DHCD and other District agencies. The HPO events were held at seven different locations, and in four of the District’s eight wards. Start times were scheduled both during business hours and in the evening to accommodate as broad a spectrum of stakeholders as possible. Print outs of the presentations were made available to all attendees during the event, and afterwards via email. Covered topics included:

- 1) Registration and licensing procedures for rental housing;
- 2) Rent adjustment law and procedure;
- 3) Laws and procedure governing notices to vacate and evictions;
- 4) The Tenant Opportunity to Purchase Act; and
- 5) Collaborative Topics with DCRA, DOH, The Office of Emergency Preparedness, Bank on DC and DCHA.
- 6) DHCD Annual Housing Expo

Small group and individual one-on-one sessions occurred periodically throughout the year and were available upon request.

Liaison for Small Housing Provider Concerns

Finally and perhaps most importantly, the Housing Provider Ombudsman plays the critical role of liaison between small housing providers and the District government, specifically HRA. The current role can be divided into four elements.

First, the HPO serves as a point of contact for the education of potentially misinformed or misguided housing providers. The HPO is also available to District agencies to assist in the communication of correct rental housing law, regulations or procedures upon request. As part of this service, District agencies can request that the HPO educate and follow up with housing providers who they suspect may not be complying with the District's rental housing laws. Requests for assistance from DHCD, other parts of RAD, and various DHCD community based organizations are common.

Second, the HPO is a vector point for District services. Housing providers seeking assistance or services offered by the District can contact the HPO for referral and follow up assistance. Referrals to personnel within DCRA, DDOE, DCHA, DCHFA, OAH, OTA and offices within branches of the Superior Court of the District of Columbia, among others, take place on a regular basis.

Third, the HPO is responsible for expanding small housing provider awareness regarding changes to relevant HRA policy and District of Columbia statutes and regulations. Updates are provided as part of the HPO's ongoing series of monthly educational events and in response to housing provider inquiries and comments.

Fourth, the HPO is tasked with communicating the concerns and recommendations of small housing providers to DHCD staff. To support that task, the HPO is included in many HRA departmental level activities. The HPO attends all weekly HRA staff meetings. The HPO also participates in departmental reviews of proposed legislative and regulatory amendments.

Going Forward

In 2013, in addition to maintaining the current service level, the HPO will:

Expand its education and outreach series through additional collaborations with DHCD divisions and sister agencies in the economic, housing, safety and health clusters;

- The office will network with other District of Columbia and municipal ombudsmen to further identify best practices;
- The office will further explore the merits and challenges to creating a certification component for housing provider who complete specific Housing Regulation Administration training sessions;
- The Ombudsman will assist agency management in determining appropriate changes to assure that the office is utilized to its maximum potential by suggesting appropriate staffing and responsibility expansions necessary to serve the expanding number of tenancies being created. The benefits of increasing the HPO office include the ability to positively impact sustained growth by preparing new and existing housing providers for increased residential housing demands and, the enhancement of efficient communications with current and future real estate investors.
- The Ombudsman will explore training enhancements offered by recording educational outreach session to be linked to the agency website and made available for viewing in the Housing Resource Center.
- Additional effective outreach collaborations with non-governmental partners will also continue to be enhanced; and,
- The Ombudsman will continue to explore ways to increase our outreach capacity and services to assure that stakeholder education about the District's rental housing laws continues to promote understanding and compliance with the laws' policy objectives.

**Government of the District of Columbia
Department of Housing and Community Development**



**Housing Provider Ombudsman
Annual Report for Calendar Year 2018**

Introduction

In 2004, the District of Columbia Council directed the Department of Consumer and Regulatory Affairs (DCRA) to create the Housing Provider Ombudsman (HPO) position to assist small housing providers better navigate and understand the District's affordable housing laws. In its recommendations report for the fiscal year 2005 budget, the Committee on Consumer and Regulatory Affairs (Committee) cited a critical need for direct technical assistance and education on the District's housing laws for small housing providers. Small housing providers were highlighted as requiring assistance by the Committee following testimony indicating they often could not afford the costs associated with legal counsel or other resources necessary to obtain quality information on the District's rental housing laws and procedures. The subject matter areas cited by the Committee for expanded technical assistance included the District's rent stabilization program, along with several other programs relating to the preservation of affordable housing.

In response to The Committee's directive, the HPO was first staffed in fiscal year 2008 when the Housing Regulation Administration (HRA) was transferred from DCRA to the Department of Housing and Community Development (DHCD). The HPO is tasked with 3 primary areas of responsibility:

- 1) Provide technical assistance and information to small housing providers on the subject of the District's rental housing laws;
- 2) Conduct outreach and education on the District's rental housing laws for the benefit of small housing providers; and
- 3) Serve as a formal conduit for communication between small housing providers and the District government, specifically HRA.

Information regarding the HPO is available on <https://dhcd.dc.gov/service/housing-provider-ombudsman> or via telephone at (202) 442-7214. The HPO operates within

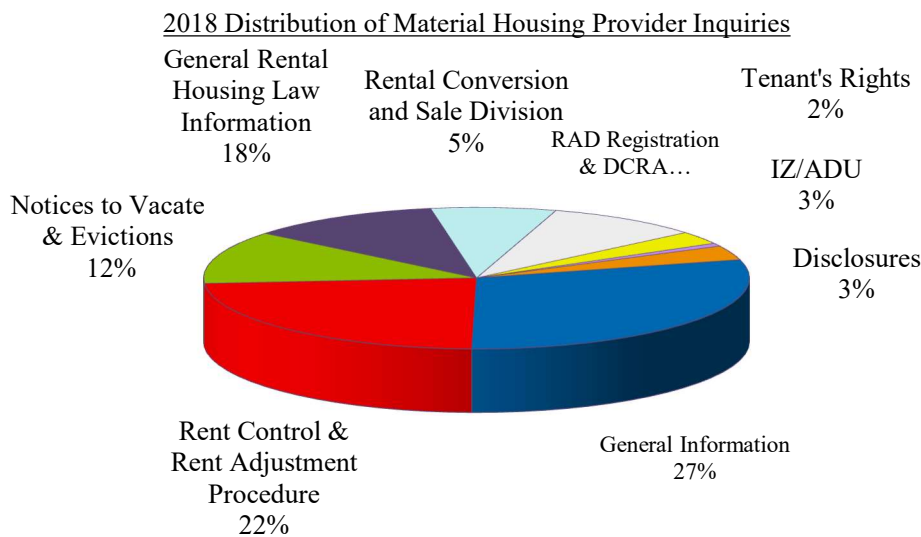
DHCD's Housing Resource Center, which is located at 1800 Martin Luther King Jr. Avenue, SE, Washington, D.C. 20020.

Direct Technical Assistance

Until September 30, 2018, the HPO was available from 8:30 am to 3:30 pm every business day. The position is currently vacant and efforts are underway to recruit a replacement ombudsman. The HPO's prescribed duties include providing direct technical assistance to housing providers on the law, regulations and procedures governing rent control, the licensing and registration of rental units, rent adjustments under rent control, and the conversion and sale of rental housing. The HPO also assists housing providers understand forms, clarified policies and procedures, and received recommendations and concerns. Further, the HPO serves as a critical liaison between small housing providers and the District's programs and services. As of October 1, 2018, these duties are fulfilled on an *ad hoc* basis by the Rental Accommodation Division's rental property specialists by telephone or appointment.

In calendar year 2018, the HPO responded to two hundred and seventy-two (272) service contacts between the dates of March 7, 2018 and September 2018. The service year was abbreviated due to the HPO's detail to the General Counsel's Office during 2017 and part of 2018. Education and outreach contacts both in the Housing Resource Center and in the community exceeded fifty (50) service contacts in 2018 for a total of well over three-hundred and twenty-two (322) service contacts. This number includes all customer interactions requiring either a sit-down meeting, procedure or policy guidance or other significant assistance. Approximately seventy percent (70%) of all material inquiries were made via telephone and another twenty percent (20%) were via email. The remaining ten percent (10%) inquiries were addressed by scheduled and unscheduled office visits.

Customer inquiries are categorized into nine subject matter classifications.



Breakout of HPO Material Housing Provider Inquiry Classifications

Traditional inquiries can be categorized by nine separate subject classifications. These classifications are defined below:

■ Rent Control and Rent Adjustments & Procedure

- 1) Researched and responded to inquiries regarding technical and procedural requirements for setting rents under the rent stabilization program.
- 2) Reviewed the procedures for setting rents under expiring exemptions, vacant properties, new construction, recent rehabilitation and ownership transfers.
- 3) Responded to questions regarding rent adjustments based upon Annual CPI, Vacancy, Substantial Rehabilitation, Capital Improvement, Voluntary Agreement, Changes in Services and Facilities and Hardship.

■ Notices to Vacate & Evictions

- 1) Provided technical assistance on the procedural elements of the District's eight (8) notices to vacate including: Correct or Vacate, Illegal Acts, Personal Use and Occupancy, Personal Use and Occupancy of a Contract Purchaser, Discontinuance of Use, Demolition, Substantial Rehab, and Repair and Alterations.
- 2) Provided a procedural overview of the eviction process, including the role of notices to vacate, writs of eviction, and U.S. Marshals.

■ General Rental Housing Law Information

- 1) Recorded and communicated housing provider concerns and recommendations relating to the Reauthorization of the Rental Housing Act of 1985.
- 2) Provided general information on the content of the District's housing laws, including lead-based paint, fair housing, the applicability of lease provisions, the housing choice voucher program, and the regulation of security deposits.
- 3) Made inquiries for service and referred cases to outside agencies (e.g., DCRA, Department of the Environment (DDOE), Office of Tenant Advocate (OTA), D.C. Housing Authority (DCHA), D.C. Housing Finance Agency (DCHFA), Office of Administrative Hearings (OAH), and the Bar of the District of Columbia).

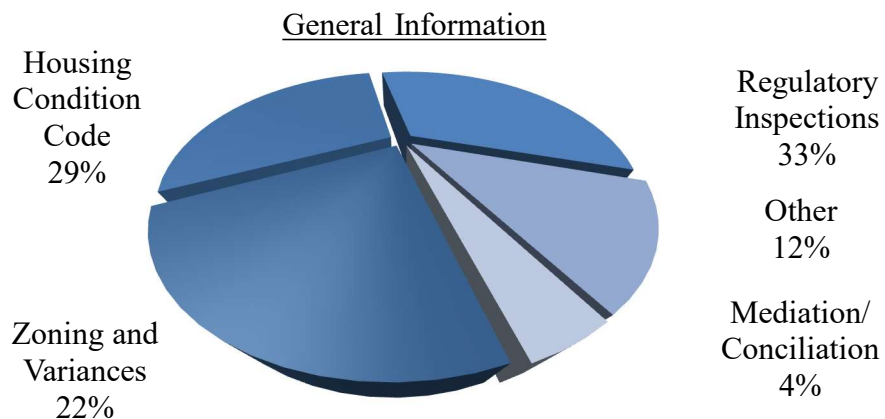
■ Rental Conversion & Sale Division

- 1) Responded to inquiries concerning the conversion and sale of rental units, including Tenant Opportunity to Purchase Act (TOPA) time periods, the requirements of notices of offer of sale, and other conversion and sale matters.
- 2) Assisted with licensing and lease up questions for condominiums and cooperative units.

□ RAD Registrations & DCRA Licensing

- 1) Assisted housing providers with the procedural requirements for licensing and registering a housing accommodation with the District of Columbia, including

- Certificates of Occupancy, Basic Business License applications, Clean Hands Certifications, and the Rental Accommodations Division (RAD) Registration/Claim of Exemption.
- 2) Provided technical assistance on the legal and regulatory requirements necessary to register a housing accommodation or housing provider as exempt or excluded.
 - 3) Assisted and followed up with DCRA on behalf of housing providers regarding DCRA inspection schedules and requirements.
- Tenant Rights
 - 1) Responded to inquiries regarding tenants' rights to engage in legally protected activity including rights to organize, distribute flyers, post literature, and submit tenant petitions.
 - 2) Responded to inquiries relating to the status, legal basis of, and procedural requirements governing tenant petitions.
 - Inclusionary Zoning/Affordable Housing Programs
 - 1) Provided overviews of the Inclusionary Zoning and Affordable Dwelling Unit programs.
 - 2) Researched and responded to inquiries on other District of Columbia affordable housing programs including the District Opportunity to Purchase Act.
 - Tenant Disclosures
 - 1) Provided overviews of housing provider disclosures to tenants including Applicant Disclosure, New Tenant Disclosure, and Notice of Disclosure forms.
 - 2) Researched and responded to technical and procedural housing provider inquiries including requirements for delivery and the validity of electronic notice.
 - General Information
 - 1) Provided clarification regarding the DCHA and DCRA inspection criteria.
 - 2) Collaborated regarding housing condition code outreach.
 - 3) Facilitated responses regarding zoning and variance processes.
 - 4) Other: Fielded general stakeholder suggestions and complaints and inquiries related to anticipated rulemakings and new legislation
 - 5) Discussed mediation and conciliation opportunities.



Consistent with previous report years, approximately thirty percent (30%) of all total HPO inquiries are for General Information, which fall outside of the traditionally promoted functions of the HPO. This highlights the success of efforts to provide liaison services and the continued need for formal collaboration with other governmental agencies and resources. The single deviation from previous years was an increase in communications regarding anticipated legislation and participation in rule making activities with the Rental Housing Commission and the Office of Administrative Hearings.

Ward Representation: Inquiries vs. Rental Units

Where inquiries were made by telephone, many callers continue to be reluctant to offer addresses or ward information, especially when questions are related to registration and licensing. The HPO fielded three hundred and nine callers between March 1, 2018–September 30, 2018. When callers provided property addresses, the number of inquiries continued to closely track with the estimated number of rental units located within each Ward in the “Rent Control Report for the District of Columbia,” which was published in June 2011. Of particular note:

- Ward 6 is no longer over-represented at a total of 15%, reflecting a 7% reduction in HPO inquiries, consistent with estimates that Ward 6 houses 13% of the District’s rental units;
- Ward 3 inquiries dramatically increased to 10% of HPO inquiries received seemingly due to organized activities from elderly tenants seeking to participate in rulemaking activities.
- Ward 1 office engagement increased to a total 12.5% reported rental units in the ward, increasing by 6% from 2017.
- Calls decreased in Ward 2 by 6%.
- Ward 5 remained consistent at 10% of calls received.
- Calls decreased by 5% in Ward 7 with no obvious explanation available.

Percentage Calls by Ward in 2018	
Ward 1	18%
Ward 2	5%
Ward 3	10%
Ward 4	15%
Ward 5	10%
Ward 6	15%
Ward 7	13%
Ward 8	14%



Outreach and Education

To assist small housing providers better understand the District’s rental housing laws, the HPO and other HRA staff conduct both public education and outreach events as well as educational sessions for individuals and small groups of housing providers. Although any member of the public may attend, these events are designed to provide information tailored and marketed to small housing providers.

Due being detailed to the Office of the General Counsel in 2017-2018, the HPO conducted 5 public education and outreach events attended by approximately 125 customers in 2018. Attendees included housing providers, realtors, agents, property managers, tenants, Metropolitan Police Officers, Office of Tax and Revenue personnel and staff from DHCD and other District agencies. The HPO events were conducted at DHCD and Condo Nest, a private real estate brokerage open house event. Start times were scheduled both during

business hours and on the weekends to accommodate as broad a spectrum of stakeholders as possible. Printouts of the presentations were made available to all attendees during the event, and afterwards via email. Covered topics included:

- 1) Registration and licensing procedures for rental housing;
- 2) Rent adjustment law and procedure;
- 3) Laws and procedure governing notices to vacate and evictions;
- 4) The Tenant Opportunity to Purchase Act; and
- 5) DHCD Annual Housing Expo.

Liaison for Small Housing Provider

Finally, and significantly, the HPO plays the critical role of liaising between small housing providers and the District government, specifically HRA. The current role can be divided into four elements.

First, the HPO serves as a point of contact for the education of potentially misinformed or misguided housing providers. The HPO is also available to District agencies to communicate accurate interpretation rental housing laws, regulations or procedures, and compliance therewith. As part of this service, District agencies can request that the HPO educate and follow up with housing providers whom they suspect may not be complying with the District's rental housing laws. Requests for assistance from DHCD, other parts of RAD, and various DHCD community-based organizations are common.

Second, the HPO is a vector point for District services. Housing providers seeking assistance or services offered by the District can contact the HPO for referral and follow up assistance. Referrals to personnel within DCRA, DDOE, DCHA, DCHFA, OAH, OTA and offices within branches of the Superior Court of the District of Columbia, among others, take place on a regular basis.

Third, the HPO is responsible for expanding small housing provider awareness regarding changes to relevant HRA policy and District of Columbia statutes and regulations. Updates are provided as part of the HPO's ongoing series of monthly educational events and in response to housing provider inquiries and comments.

Finally, the HPO communicates the concerns and recommendations of small housing providers to DHCD staff. To support that task, the HPO is included in many HRA departmental level activities. The HPO attends all weekly HRA staff meetings. The HPO also participates in departmental reviews of proposed legislative and regulatory amendments.

Going Forward

In October 2018, the most recent HPO accepted a position within the Housing Regulation Administration, and recruitment for an HPO is underway. DHCD recognizes the value of

the HPO position in providing support and assistance service to the regulated community. The HPO position fosters:

- Education and outreach series through collaborations with DHCD divisions and sister agencies in the economic, housing, safety and health clusters;
- Networking with other District of Columbia and municipal ombudsmen to further identify best practices;
- Exploring training enhancements offered by recording educational outreach session to be linked to the DHCD website and made available for viewing in the Housing Resource Center;
- Resourcing effective outreach collaborations with non-governmental partners;
- Collecting data and utilizing complaint data to identify stakeholder needs and maximize agency performance; and
- Expanding outreach capacity and services to ensure that stakeholder education about the District's rental housing laws promote understanding and compliance with the rental housing law policy objectives.

Comments regarding this annual report or have a housing provider related inquiry?

Please contact Rental Property Specialist Tonya Butler-Truesdale via telephone at (202) 442-7214 or email tonya.butler-truesdale@dc.gov. You may also visit DHCD's Housing Resource Center located at 1800 Martin Luther King Jr. Avenue, SE, Washington, D.C. 20020.