

**Board of Real Estate Appraisers**

**2020 PERFORMANCE OVERSIGHT QUESTIONS**

**1. Please provide a list of the Board’s current members. For each member, please provide the following:**

- a. The member’s name**
- b. The Ward, agency or organization the member represents**
- c. Who appointed the member**
- d. When the member’s term expires**
- e. Attendance record**

<b>Name</b>	<b>Ward</b>	<b>Appointed by</b>	<b>Expires</b>	<b>Attendance (Absences)</b>
Marguerite Allen	7	Mayor Gray	6/26/2017	(2 absences)
Todd Canterbury	1	Mayor Bowser	6/26/22	(0 absences)
Kiara Pesante Haughton	8	Mayor Bowser	6/26/22	(0 absences)
Tamora Papas	6	Mayor Bowser	6/26/22	(0 absences)
Andrew Sullivan	2	Mayor Bowser	6/26/20	(0 absences)
Margot Wilson	3	Mayor Bowser	6/26/21	(8 absences)

**2. Please provide a list of the Board’s meeting dates, times, attendance, and locations, for FY19 and FY20 to date.**

<b>FY19 Dates</b>	<b>Times</b>	<b>Attendance (Absent)</b>	<b>Location</b>
10/9/18	10:00 AM	Marguerite Allen, Todd Canterbury, Tamora Papas, Andrew Sullivan (Margot Wilson)	DCRA, 1100 4 <sup>th</sup> St., SW
11/13/18	10:00 AM	Marguerite Allen, Todd Canterbury, Tamora Papas, Margot Wilson, Andrew Sullivan	DCRA, 1100 4 <sup>th</sup> St., SW
12/12/18	10:00 AM	Marguerite Allen, Todd Canterbury, Tamora Papas, Margot Wilson, Andrew Sullivan	DCRA, 1100 4 <sup>th</sup> St., SW
1/16/19	10:00 AM	Todd Canterbury, Tamora Papas, Margot Wilson, Andrew Sullivan (Marguerite Allen)	DCRA, 1100 4 <sup>th</sup> St., SW
2/26/19	10:00 AM	Marguerite Allen, Todd Canterbury, Tamora Papas, Andrew Sullivan (Margot Wilson)	DCRA, 1100 4 <sup>th</sup> St., SW

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3/20/19	10:00 AM	Marguerite Allen, Todd Canterbury, Tamora Papas, Andrew Sullivan (Margot Wilson)	DCRA, 1100 4 <sup>th</sup> St., SW
4/17/19	10:00 AM	Marguerite Allen, Todd Canterbury, Tamora Papas, Andrew Sullivan (Margot Wilson)	DCRA, 1100 4 <sup>th</sup> St., SW
5/15/19	10:00 AM	Marguerite Allen, Todd Canterbury, Tamora Papas, Andrew Sullivan (Margot Wilson)	DCRA, 1100 4 <sup>th</sup> St., SW
6/19/19	10:00 AM	Marguerite Allen, Todd Canterbury, Tamora Papas, Andrew Sullivan, Margot Wilson	DCRA, 1100 4 <sup>th</sup> St., SW
7/17/19	10:00 AM	Todd Canterbury, Tamora Papas, Andrew Sullivan (Marguerite Allen, Margot Wilson)	DCRA, 1100 4 <sup>th</sup> St., SW
August	10:00 AM	Recess	DCRA, 1100 4 <sup>th</sup> St., SW
9/18/19	10:00 AM	Marguerite Allen, Todd Canterbury, Tamora Papas, Margot Wilson, Andrew Sullivan	DCRA, 1100 4 <sup>th</sup> St., SW

<b>FY20 Dates</b>	<b>Times</b>	<b>Attendance (Absent)</b>	<b>Location</b>
10/9/19	10:00 AM	Marguerite Allen, Todd Canterbury, Tamora Papas, Andrew Sullivan (Margot Wilson)	DCRA, 1100 4 <sup>th</sup> St., SW
11/13/19	10:00 AM	Marguerite Allen, Todd Canterbury, Tamora Papas, Andrew Sullivan, Margot Wilson	DCRA, 1100 4 <sup>th</sup> St., SW
12/18/19	10:00 AM	Todd Canterbury, Kiara Pesante Haughton, Tamora Papas, Andrew Sullivan (Margot Wilson)	DCRA, 1100 4 <sup>th</sup> St., SW
1/15/2020	10:00 AM	Todd Canterbury, Kiara Pesante Haughton, Tamora Papas, Margot Wilson, Andrew Sullivan	DCRA, 1100 4 <sup>th</sup> St., SW
2/19/2020	10:00 AM	Todd Canterbury, Kiara Pesante Haughton, Tamora Papas, Margot Wilson, Andrew Sullivan	DCRA, 1100 4 <sup>th</sup> St., SW

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**3. Did the Board receive funds in FY19? If so, please provide the following:**

- a. The amount of the funding**
- b. The source of the funding**
- c. A list of all expenditures**
- d. A description of how these funds furthered the Board’s mission**

The Board of Real Estate Appraisers (Board) is tasked with regulating the licenses of real estate appraisers and protecting consumers by upholding the laws governing the practice of appraising real estate. The funds in FY19 were used to carry out this mission by sponsoring educational workshops and for attendance at regulatory association meetings.

Department of Consumer and Regulatory Affairs (CR0)										
Real Estate Appraisal (Fund 6009)										
Fiscal Year 2019 Budget and Actual Expenditures										
GAAP Category Title	CSG	Comp Source Group Title	Budget	Expenditures	Intra-District	Purchase Orders	Requisitions	Total Expenditures and	Available Budget	% Available
PERSONNEL SERVICES	0011	REGULAR PAY - CONT FULL TIME	8,985.78	8,520.33	-	-	-	8,520.33	465.45	5%
	0014	FRINGE BENEFITS - CURR PERSONNEL	2,228.47	3,099.40	-	-	-	3,099.40	(870.93)	-39%
	0015	OVERTIME PAY	-	(1.81)	-	-	-	(1.81)	1.81	0%
<b>PERSONNEL SERVICES Total</b>			<b>11,214.25</b>	<b>11,617.92</b>	-	-	-	<b>11,617.92</b>	<b>(403.67)</b>	<b>-4%</b>
NON-PERSONNEL SERVICES	0020	SUPPLIES AND MATERIALS	5,000.00	2,060.00	-	-	-	2,060.00	2,940.00	59%
	0040	OTHER SERVICES AND CHARGES	36,900.00	19,584.02	-	-	-	19,584.02	17,315.98	47%
	0041	CONTRACTUAL SERVICES - OTHER	35,185.00	21,290.13	-	-	-	21,290.13	13,894.87	39%
	0070	EQUIPMENT & EQUIPMENT RENTAL	1,600.00	-	-	-	-	-	1,600.00	100%
<b>NON-PERSONNEL SERVICES Total</b>			<b>78,685.00</b>	<b>42,934.15</b>	-	-	-	<b>42,934.15</b>	<b>35,750.85</b>	<b>45%</b>
<b>Grand Total</b>			<b>89,899.25</b>	<b>54,552.07</b>	-	-	-	<b>54,552.07</b>	<b>35,347.18</b>	<b>39%</b>

**4. Did the Board receive finds for FY20? If so, please provide the following for the first quarter of FY20:**

- a. The amount of the funding**
- b. The source of the funding**
- c. A list of all expenditures**
- d. A description of how these funds furthered the Board’s mission**

The Board of Real Estate Appraisers (Board) is tasked with regulating the licenses of real estate appraisers and protecting consumers by upholding the laws governing the practice of appraising real estate. The funds in FY20 to date were used to carry out this mission by sponsoring educational workshops and for attendance at regulatory association meetings.

Department of Consumer and Regulatory Affairs (CR0)										
Real Estate Appraisal (Fund 6009)										
Fiscal Year 2020 Budget and Actual Expenditures (As of 02/19/2020)										
GAAP Category Title	CSG	Comp Source Group Title	Budget	Expenditures	Intra-District	Purchase Orders	Requisitions	Total Expenditures and	Available Budget	% Available
PERSONNEL SERVICES	0011	REGULAR PAY - CONT FULL TIME	9,333.58	3,003.59	-	-	-	3,003.59	6,329.99	68%
	0014	FRINGE BENEFITS - CURR PERSONNEL	2,296.06	1,146.81	-	-	-	1,146.81	1,149.25	50%
<b>PERSONNEL SERVICES Total</b>			<b>11,629.64</b>	<b>4,150.40</b>	-	-	-	<b>4,150.40</b>	<b>7,479.24</b>	<b>64%</b>
NON-PERSONNEL SERVICES	0020	SUPPLIES AND MATERIALS	5,000.00	-	5,000.00	-	-	5,000.00	-	0%
	0040	OTHER SERVICES AND CHARGES	16,500.00	4,247.30	2,000.00	-	-	6,247.30	10,252.70	62%
	0041	CONTRACTUAL SERVICES - OTHER	176,870.36	1,485.00	-	63,520.68	47,543.78	112,549.46	64,320.90	36%
<b>NON-PERSONNEL SERVICES Total</b>			<b>198,370.36</b>	<b>5,732.30</b>	<b>7,000.00</b>	<b>63,520.68</b>	<b>47,543.78</b>	<b>123,796.76</b>	<b>74,573.60</b>	<b>38%</b>
<b>Grand Total</b>			<b>210,000.00</b>	<b>9,882.70</b>	<b>7,000.00</b>	<b>63,520.68</b>	<b>47,543.78</b>	<b>127,947.16</b>	<b>82,052.84</b>	<b>39%</b>

**5. Please describe the Board’s activities and accomplishments in FY19 and FY20, to date, and how these actions have had an impact for residents of the District.**

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The Board had the following accomplishments in FY19 and FY20, to date:

- The Chairperson, Board Administrator, and Executive attended the Association of Appraiser Regulatory Officials' spring meeting on May 3-5, 2019 and Board members and staff attended the fall meeting in Washington, DC on October 18-21, 2019.
- Served as an active member for various associations and organizations.
- Monitored several pre-licensing and continuing education providers.
- Offered Board-sponsored continuing education courses, such as the Uniformed Standards of Professional Appraisal Practices (USPAP) to update licensees on District of Columbia laws and regulations.
- Offered appraisers online renewal.
- The Board implemented the use of a contract review appraiser to issue appraisal reports on complaints received. This has improved the review of appraiser complaints and the productivity of the Board.
- The Board members attended the Association of Appraiser Regulatory Officials (AARO) meetings to interface with other appraiser regulatory officials and to gather new regulatory information and meet with federal officials. The information the members gather is used to improve the licensing and consumer protection experiences.
- The Board received annual training from the Federal Association of Regulatory Boards (FARB). This training helps the Board continually improve operations.
- The Board offered seminars and co-sponsored educational opportunities for licensees. Seminar co-sponsors included groups such as The Historic Preservation League and collaboration with other DC government agencies. Providing seminars with various partners to provide licensees a broad view of real estate appraising and encourage the use of best practices.
- The Board Chair serves as a Director on the Board of Directors of AARO, and serves as Chair of the Communication Committee. This will ensure that the District is well represented on a national level and allow the District to become a model for similar organizations across the nation.
- The Board completed its field review audit with the Appraisal Subcommittee (ASC).

**6. Have the Board's policies or practices changed in response to legislation or judicial decisions during FY19 or FY20 to date? If so, please elaborate.**

The Board's policies and practices have not changed in response to legislation or judicial decisions during FY19 or FY20.

**7. Please describe the Board's goals in FY20 and the plan/timeline for completion?**

The following goals are expected to be accomplished by the Board during FY20:

- The Board will publish newsletters twice-yearly for licensees;
- The Board will continue to meet with various jurisdictions, as well as associations, to keep abreast of current issues throughout FY20;

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- The Board will continue to update its website throughout FY20 with information about disciplinary actions, approved pre-licensure and continuing education schools and courses, and certified USPAP instructors;
- The members will attend the AARO Spring 2020 conference;
- The Board will host the AARO fall 2020 annual conference; and
- The Board will sponsor a continuing education course for licensees.

### **8. Has the Board posted meeting notes and agendas online?**

The Board is required to post meeting minutes online and has consistently posted the required documents.

### **9. How does the Board represent and solicit feedback from residents? Please describe:**

- a. The process for soliciting feedback and number of submissions**
- b. What has the Board/Commission learned from this feedback?**
- c. How has the Commission changed its practices as a result of such feedback?**

The Board recognizes the importance of feedback on all aspects of their activities. The Board regularly surveys its applicants, licensees, and attendees of public meetings to gain feedback. This feedback is used to assess the Board's efforts and to determine areas that require attention. The Board reviews all statements and comments and takes them into consideration, as appropriate. The Board reviews complaints and issues disciplinary action, when appropriate, to protect consumers and uphold the law governing real estate appraisers.

### **10. What is being done to promote greater diversity in the composition of the Board's membership?**

The Board is committed to ensuring there is diversity in the composition of the Board's membership. The Board works closely with the Mayor's Office of Talent and Appointments to identify and recommend residents from across the District with a range of diverse backgrounds as candidates for appointment to the Board. The Board ensures equal access to educational materials and opportunities to enable licensees to fully participate in the continuing learning process and enrichment activities. Ensuring the opportunities and educational materials are accessible to residents across the District regardless of their backgrounds will encourage the growth of a qualified and diverse pool of real estate appraisers for future appointments.

### **11. What trainings have you offered or arranged in FY19, and in FY20 to date? Will these recur? Explain.**

On June 7, 2019, the Board sponsored two Historic Preservation Seminars. These seminars represent a continuing effort by the Board to ensure our licensees are knowledgeable about District of Columbia historic districts and disclosure requirements.

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On December 3, 2019, the Board sponsored a continuing education course entitled “National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course.” The course provides updates and changes to USPAP. The courses will recur to provide updates on designated historic districts and to update licensees on new USPAP requirements.

### **12. How many new licenses were awarded in FY19, and how many in FY20 to date?**

99 licenses were awarded in FY19 and 21 licenses have been awarded in FY20 to date.

### **13. How many licenses were revoked in FY19, and how many in FY20 to date?**

There was one license that was revoked in FY19 and none in FY20 to date.



Government of the District of Columbia  
Department of Consumer and Regulatory Affairs

## Board of Real Estate Appraisers

February 24, 2020

Chairperson Anita Bonds  
Committee on Housing and Neighborhood Revitalization  
Council of the District of Columbia  
1350 Pennsylvania Avenue, N.W., Suite 404  
Washington, DC 20004

Dear Chairperson Bonds:

In response to the Committee on Housing and Neighborhood Revitalization performance oversight questions related to the Board of Real Estate Appraisers, I respectfully submit the following information.

Thank you for the opportunity to provide prehearing responses to your questions related to the Board of Real Estate Appraisers' FY19 and FY20 to date activities.

Sincerely,

A handwritten signature in blue ink that reads "Tamora Papas".

Tamora Papas,  
Chairperson