



RESPONSES to FY21 – FY22 AGENCY PERFORMANCE OVERSIGHT HEARING PRE-HEARING QUESTIONS

General Questions

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

Response: See Tab 1.

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

Response:

Office of Executive Director is responsible for Agency's strategic plan, business development, Public Relations/ Marketing, Human Resources, Procurement and Corporate Resources, Information Technology, Business Intelligence and oversight of all Agency divisions.

Office Multifamily Programs and Neighborhood Investments is responsible for executing the Agency's Housing Investment Platform and Multifamily financing program, including underwriting and compliance. Through its Multifamily Lending and Neighborhood Investment and DCHFA issues tax-exempt mortgage revenue bonds to lower the developers' costs of acquiring, constructing and rehabilitating rental housing. The Agency offers private for-profit and non-profit developers low-cost predevelopment, construction and permanent financing that supports the new construction, acquisition, and rehabilitation of affordable rental housing in the District of Columbia.

Office of Single Family Programs manages all of the Agency's homeownership programs with the goal of expanding and retaining homeownership opportunities in the District through the DC Open Doors mortgage loan programs, down payment assistance loans, the Mortgage Credit Certificate program, the co-administration of the Home Purchase Assistance Program and the Reverse Mortgage Insurance and Tax Payment Program (ReMIT).

Portfolio and Asset Management is responsible for ensuring that multifamily rental projects receiving funds from the District of Columbia Housing Finance Agency maintain compliance with the terms of the applicable loan agreements, such as debt payments and affordability restrictions.

Office Financial Management is responsible for the fiscal health of the Agency through budgeting, accounting, auditing, investments, and financial management of assets. The Office of Financial Management is the authoritative source of accurate and complete financial reporting for the Agency's operations.

Office of General Counsel is responsible for overseeing the legal operations of the Agency. The Office of the General Counsel provides legal advice on operational and programmatic activities of the Agency through drafting opinion and providing legal interpretation. Operational duties include oversight of the corporate governance, risk management, contract matters, and consulting with the Board of Director's legal counsel as needed.

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

Response:

Office of Executive Director

A new headcount, Human Resources Assistant, was added to organizational chart. The position is currently being recruited.

The Vice President of Portfolio and Asset Management position was changed to Senior Vice President and added as part of the Senior Management team.

Business Operations

The Chief Operating Officer position was eliminated effective December 29, 2022. The direct reports from Information Technology and Business Intelligence have moved to the Office of the Executive under the direction of the Chief of Staff. The heads of the program units, Multifamily Lending and Neighborhood Investments, Portfolio and Asset Management and Single Family Programs report directly to the Executive Director.

Single Family Programs

The Senior Vice President of Single Family Programs is listed as a vacancy on the organizational chart, but the position has been filled as of February 1, 2022.

Office of Financial Management

The Vice President of Capital Market position was eliminated.

Two positions, Single Family Accountant and Sr Accountant, Multifamily Programs were consolidated into one position, Financial Analyst

Portfolio and Asset Management

A new headcount, Junior Asset Manager, was added to organizational chart.

- 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: Not Applicable

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 or local law.

Response: See Tab 2 - Personnel.

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, and the employee's projected date of return.

Response: As an independent Agency, DC Housing Finance Agency does not detail employees.

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 FY22 and FY22, to date; and the annual cost to the agency for each device;

Response: See Tab 3

- 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 FY22 and FY22, to date;

Vehicle Year	Vehicle Make	Model	Owner	Accidents
2016	Chevrolet	Suburban	DC Housing Finance Agency	None
2018	Kia	Soul	DC Housing Finance Agency	None

- c. A list of travel expenses and reimbursements, arranged by employee for FY22 and FY22, to date, including the justification for travel; and

Response: See Tab 4.

- d. A list of the total workers' compensation payments paid in FY22 and FY22, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

Response: None.

5. For FY21 and FY22, to date, what was the total cost for mobile communications and devices, including equipment and service plans?

Response: \$40,432.30.

6. For FY21 and FY22, to date, please detail all intra-District transfers to or from the agency.

Response: Not Applicable.

7. For FY21 and FY22, 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:

Response: Not Applicable.

- 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.

8. For FY21 and FY22, 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 Tab 5.

9. Please list all memoranda of understanding (“MOU”) entered into by your agency during FY21 and FY22, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

Response: MOU between DMPED & DCHFA, as amended: Housing Stabilization Grant Program regarding distribution of CARES Act funding. December 10, 2020 - December 31, 2021. MOU DHCD & DCHFA: Delegation of LIHTC Determination and Administration Agreement regarding underwriting of 4% LIHTC. May 15, 2015 - May 15, 2020.

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 FY21 and FY22, to date.

Response: The Agency collaborated with district and federal agencies, industry groups and non-government organizations through participation in virtual and in-person conferences, memberships in Trade Associations, site visits and meetings.

11. Please provide a table showing your agency’s Council-approved original budget, revised budget (after reprogramming, etc.), and actual spending, by program and activity, for FY20, FY21, and the first quarter of FY22.
- 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).

Response: See chart below.

- b. Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for FY21 and FY22 for each program and activity code.

Response: See chart below.

- c. Attach the cost allocation plans for FY21 and FY22.

Response: Not Applicable.

- d. In FY21 or FY22, 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: Not Applicable.

BFA- FUND 0620; ORG 1000; PROGRAM 1100	2022 Budget
0011-REGULAR PAY - CONT FULL TIME	7,146,410.86
0014-FRINGE BENEFITS - CURR PERSONNEL	2,202,500
0015-OVERTIME PAY	30,000.00
01-PERSONNEL SERVICES	9,378,910.42
0020-SUPPLIES AND MATERIALS (CSG 201)	127,520.20
0030-ENERGY, COMM. AND BLDG RENTALS (CSG 305)	156,502.00
0031-TELEPHONE, TELEGRAPH, TELEGRAM, ETC (CSG 308)	115,927.41
0033-JANITORIAL SERVICES (CSG 430)	112,449.25
0034-SECURITY SERVICES (CSG 440)	28,981.85
0040-OTHER SERVICES AND CHARGES (CSG 410)	2,086,693.33
0041-CONTRACTUAL SERVICES - OTHER (CSG 409)	2,782,257.78
0070-EQUIPMENT & EQUIPMENT RENTAL (CSG 702)	220,262.07
0080-DEBT SERVICE	
02-NON-PERSONNEL SERVICES	5,630,593.89
Total	15,009,504.32

BFA- FUND 0620; ORG 1000; PROGRAM 1100	2021 Budget	2021 Actual	Variance
0011-REGULAR PAY - CONT FULL TIME	6,714,586.87	5,178,970	77.1%
0014-FRINGE BENEFITS - CURR PERSONNEL	2,069,412.87	1,023,495	49.5%
0015-OVERTIME PAY	30,000.00	10,000	33.3%
01-PERSONNEL SERVICES	8,813,999.75	6,212,465.00	70.5%
0020-SUPPLIES AND MATERIALS (CSG 201)	123,806.01	74,449	60.1%
0030-ENERGY, COMM. AND BLDG RENTALS (CSG 305)	151,943.69	115,065	75.7%
0031-TELEPHONE, TELEGRAPH, TELEGRAM, ETC (CSG 308)	112,550.88	46,668	41.5%
0033-JANITORIAL SERVICES (CSG 430)	109,174.03	61,475	56.3%
0034-SECURITY SERVICES (CSG 440)	28,137.72	6,801	24.2%
0040-OTHER SERVICES AND CHARGES (CSG 410)	2,025,915.86	1,760,492	86.9%
0041-CONTRACTUAL SERVICES - OTHER (CSG 409)	2,701,221.14	1,523,976	56.4%
0070-EQUIPMENT & EQUIPMENT RENTAL (CSG 702)	213,846.67	73,222	34.2%
0080-DEBT SERVICE	-	-	
02-NON-PERSONNEL SERVICES	5,466,596.00	3,662,148.00	67.0%
Total	14,280,595.75	9,874,613.00	69.1%

BFA- FUND 0620; ORG 1000; PROGRAM 1100	2020 Budget	2020 Actual	Variance
0011-REGULAR PAY - CONT FULL TIME	6,308,856	6,013,453	95.3%
0014-FRINGE BENEFITS - CURR PERSONNEL	1,935,444	1,110,071	57.4%
0015-OVERTIME PAY	30,000	10,000	33.3%
01-PERSONNEL SERVICES	8,274,300	7,133,524	86.2%
0020-SUPPLIES AND MATERIALS (CSG 201)	120,200	80,056	66.6%
0030-ENERGY, COMM. AND BLDG RENTALS (CSG 305)	147,518	100,080	67.8%
0031-TELEPHONE, TELEGRAPH, TELEGRAM, ETC (CSG 308)	109,273	42,195	38.6%
0033-JANITORIAL SERVICES (CSG 430)	105,994	73,651	69.5%
0034-SECURITY SERVICES (CSG 440)	27,318	5,585	20.4%
0040-OTHER SERVICES AND CHARGES (CSG 410)	1,966,909	1,033,020	52.5%
0041-CONTRACTUAL SERVICES - OTHER (CSG 409)	2,622,545	1,898,837	72.4%
0070-EQUIPMENT & EQUIPMENT RENTAL (CSG 702)	207,618	52,576	25.3%
0080-DEBT SERVICE	0		
02-NON-PERSONNEL SERVICES	5,307,375	3,286,000.00	61.9%
Total	13,581,674	10,419,524.00	76.7%

12. Please provide as an attachment a chart showing the agency's federal funding and expenditures by program for FY20, FY21 and FY22, to date.

Response:

Hardest Hit Fund-US Treasury	FY22	FY21	FY20
HHF Money Available	3,482,808	4,600,000	4,790,000
HHF Money used current year	560,000	1,117,192	190,000
HHF Money used cumulative	20,501,859	19,941,859	18,824,667
HHF remaining	0	3,482,808	4,600,000

*HHF program ended 12-31-21

McKinney Fund	FY22	FY21	FY20
McKinney Funds Available	9,603,228	9,156,761	
McKinney Loans Outstanding	3,329,590	4,021,429	4,800,519
Unused McKinney Funds	6,273,638	5,135,332	

13. With respect to capital projects, please provide:

- a. A list of all capital projects in the financial plan.

Response: See chart below.

- b. For FY20, FY21, and FY22, 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.

Response: See chart below.

- c. An update on all capital projects planned for FY22, FY23, FY24, and FY25.

Response: Not Applicable.

- d. A description of whether the capital projects begun, in progress, or concluded in FY20, FY21, or FY22, to date, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.

Response: Not Applicable

Capital Projects	Purpose	Status	FY22 Budget	FY21 Actual	FY20 Actual
Single Family-Software	Loan Pipeline tool	Completed FY20-Enhancements FY21	\$ 50,000	\$ -	\$ -
Financial Software	Accounting	65% Complete	\$ 270,000	\$ -	\$ -
Multifamily Software	Loan- bond portfolio tool	Ongoing	\$ 500,000	\$ -	\$ -
Software Consulting	Improved Reporting	Ongoing	\$ 150,000	\$ -	\$ -

14. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY21 and FY22, to date. For each, include a description of the need and the amount of funding requested.

Response: Not Applicable.

15. Please list, in chronological order, each reprogramming request and each reprogramming in FY21 and FY22, 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 FY21 and FY22, to date. For each reprogramming, list the date, amount, rationale, and reprogramming number.

Response: Not Applicable.

16. Please list each grant or sub-grant received by your agency in FY21 and FY22, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

FY21 Home Purchase Assistance Program

	Loans	Admin. cost	Total
CDBG	3,150,795	489,883	3,640,678
Local	1,784,033	256,630	2,040,663
Home	3,488,373	0	3,488,373
Program Totals	8,423,201	746,513	9,169,714

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: No FTEs are dependent on grant funding.

17. Please list each contract, procurement, and lease, entered into, extended, and option years exercised by your agency during FY21 and FY22, 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 Tab 6.

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: Downs v. DCHFA: The Plaintiff is a former DCHFA employee. The complaint alleges wrongful termination, retaliation in violation of the False Claims Act, and retaliation in violation of the DC Whistleblower Act. The case was dismissed on August 10, 2020, and the Plaintiff filed an appeal on November 13, 2020. A hearing on the appeal has not been scheduled. Twelve (12) plaintiffs have sued four (4) defendants, including the Agency, for habitability issues regarding homes that they purchased from a third-party non-profit developer. The Agency's role in these transactions was solely as a Co-Administrator for the distribution of funds under DHCD's HPAP program. The Agency is currently drafting an answer to the complaint and is also considering whether to prepare a motion to dismiss. The initial scheduling conference is in April 2022. Although the twelve plaintiffs have requested \$1.5 million in damages each, the complaint is not specific to the amount of damages attributable to each defendant. As the Agency was just a Co-Administrator of the funds, it is unlikely that significant damages if any are attributable to the Agency's distribution of the funds. The Agency and its litigation counsel continue to believe that it has strong defenses to the allegations.

19. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY21 or FY22, 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: A former employee of the Agency filed a claim with the District of Columbia Office of Human Rights (OHR) alleging racial and age discrimination related to the employee's termination. The claim was settled and the employee withdrew the OHR claim. The terms of the settlement are confidential as it was a personnel matter. Although no claims were filed, the Agency negotiated a severance

and settlement agreement with a former employee. The terms of the severance agreement are confidential as it was a personnel matter.

20. Please list the administrative complaints or grievances that the agency received in FY21 and FY22, 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 FY21 or FY22, to date, describe the resolution.

Response: A former employee of the Agency filed a claim with the District of Columbia Office of Human Rights (OHR) alleging racial and age discrimination related to his termination. The claim was settled, and the employee withdrew the OHR claim. An employee filed a grievance through Human Resources alleging discrimination. The allegation was investigated under the DCHFA grievance procedure and found no basis for the complaint.

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 FY21 and FY22, to date, whether those allegations were resolved.

Response: In all circumstances, including allegations of sexual harassment and misconduct, employees are encouraged to report any concerns, complaints, and/or grievances to the Office of Human Resources. All complaints are investigated promptly, fairly, and impartially. Disciplinary action, up to and including termination, may be necessary dependent upon the type of complaint. The Human Resources department works to ensure that no retaliation occurs against any employee who has reported a grievance or any employee who has come forward as a witness in an investigation. Additionally, the Agency conduct annual sexual harassment training for all employees. No allegations of sexual harassment of misconduct have been reported during FY21 or FY22 to date.

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 FY21 and FY22, to date.

Response: There are no ongoing investigations or reportable investigations for FY21 and FY22 to date.

23. Please describe any spending pressures or any reimbursements pursuant to contract or other obligations where remitting reimbursement exceeded thirty (30) days the agency experienced in FY21 and any anticipated spending pressures for the remainder of FY22. Include a description of the pressure and the estimated amount. If the spending pressure was in FY21, describe how it was resolved, and if the spending pressure is in FY22, describe any proposed solutions.

Response: DCHFAs has been able to overcome all spending pressures through cost management strategies including managing across departments and line items to find off setting cost savings for increased expenditures and focusing spending on mission critical items.

24. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY21 and FY22, 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:

The Agency prepares an annual report, which can be viewed via TAB 7 electronically. Click [here to view TAB 7](#).

25. Provide a list of all publications, brochures and pamphlets prepared by or for the agency during FY21 and FY22 to date.

Response:

- DC Open Doors brochure (The brochure is updated as needed to reflect program changes. It includes information on DC Open Doors' six loan products, HPAP and the Mortgage Credit Certificate.)
- DC MAP (Mortgage Assistance Program) COVID-19 flyer
- HomeSaver Fact Sheets
- Fiscal Year 2021 Annual Report
- Multifamily deal graphics:
FY 2021- Savanah Apartments, NW One, Sursum Corda, Ritch Homes, 17 Mississippi Avenue Apartments, 218 Vine Street and 2442 Martin Luther King Ave SE, Clara on MLK, MDXL Flats, Hill East
FY 2022- SOME (So Others Might Eat) North Capitol, Kenilworth 166

26. Please provide a copy of the agency's FY21 performance plan. Please explain which performance plan objectives were completed in FY21 and whether they were completed on time and within budget. If they were not, please provide an explanation.

Response: Not Applicable.

27. Please provide a copy of your agency's Strategic Plan for FY21 and FY22.

Response: Not Applicable.

28. Please provide the number of FOIA requests for FY21 and FY22, 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: In FY 21, the Agency received seven (7) FOIA requests. One (1) request was granted, in whole. Two (2) requests were granted, in part, denied, in part. Three (3) requests were denied in whole. One (1) request was subject to other disposition. The average Agency response time is three and a half (3.5) days. The estimated FTE required to process FOIA requests is one (1) FTE. The estimated number of staff hours spent responding to requests is forty (40) hours. The estimated cost of compliance is \$40,000. There have been two (2) requests in FY22: One (1) request was denied in whole; one (1) request is currently being processed.

29. Please provide a copy of your agency's FY22 performance plan as submitted to the Office of the City Administrator and any accomplishments pursuant to that plan.

Response: Not Applicable.

30. Please separately list each employee whose salary was \$100,000 or more in FY21 and FY22, 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 Tab 8 - Personnel.

31. Please list in descending order the top 25 overtime earners in your agency in FY21 and FY22, 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 Tab 8 - Personnel.

32. For FY21 and FY22, 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: See Tab 8 - Personnel.

33. 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: DC Housing Finance Agency does not have a collective bargaining agreement or union employees.

34. 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 FY21 or FY22, to date, if minutes were prepared, or the explanation why minutes were not prepared or not available. Please inform the Committee if the board or commission did not convene during any month.

Response:

Board of Directors Ward Confirmation Date Term Ends

Buwa Binitie Ward 4 January 7, 2020 June 28, 2022

Stephen Green Ward 6 December 15, 2020 June 28, 2022

Stanley Jackson Ward 8 November 5, 2019 June 28, 2021

Bryant “Scottie” Irving Ward 1 November 5, 2019 June 28, 2021

Heather Howard Ward 5 November 5, 2019 June 28, 2021

*There are currently no vacancies. Per the DC Code §42 2702 Board members can remain in place and serve until successor replacement is or renominated.

The FY21 and FY22 Board meeting agendas and minutes are attached.

The Board of Directors did not convene in February 2021.

35. 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:

The Agency is in compliance with:

IRS Form 8038

IRS Form 8328

HUD Risk-Share Reporting

DCHFA Annual Report Reporting

DCHFA FOIA Reporting

36. 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: See Tab 10.

37. 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: At the beginning of each fiscal year, agency leadership develop broad goals that drive the priorities for each department and are incorporated into the performance plans for individual employees. The goals for FY 22 are: Operate core business effectively, Attract and hire talent, Invest in staff retention, development and wellness, Innovate new products, processes and systems and, Maximize the impact and efficiency of the Agency.

The Agency conducts annual performance evaluations. Performance Goals are established at the beginning of the fiscal year and monitored throughout the year and formally evaluated and scored at the end of the fiscal year. Employee’s goals are

evaluated against the following performance factors: performance management, competency, relationship management & teamwork; and communication on a five point scale. Performance reviews are performed by an employee's direct supervisor. A calibration meeting is held by senior management to collectively discuss employee's individual contributions and performance and achieve agreement on performance appraisal ratings. The ratings are used to determine merit increases, promotions, and potential bonuses for employees. Performance evaluations are also reviewed by Human Resources for consistency and indications of poor performance. Poor performance may require the implementation of a Performance Improvement Plan (PIP).

Racial Equity Questions

38. In the context of your agency and its mission, what are three areas, programs, or initiatives where you see the most opportunity to address racial inequity?

Response: The Agency is committed to equity and inclusion and looks for opportunities to implement programs, products, or tools that further this effort. The following are examples:

- a. The Agency recently hired a new master servicer for the Single Family Programs. We will analyze our data generated regarding potential homebuyers to identify inequities with the goal of building solutions that promote inclusion and social equality.
 - b. The Agency's Community Outreach Initiative has also targeted opportunities for communities of color. The program has made investments in programs and events across the district with a focus on wards 7 and 8. Outreach initiatives include support for youth activities, senior services and education and training resources. The agency has also partnered with other nonprofit operators to make additional investments. From FY2021 through the 1st quarter of FY 22, DCHFA sponsored, supported, or partnered with 39 community organizations and individuals.
 - c. Continue to implement the Housing Investment Platform (HIP) to promote and grow emerging developers of color, a group that has historically lacked access to institutional capital. Through the provision of capital, these developers can build a portfolio of successful projects that will ultimately provide a foundation to raise institutional capital in the future from larger equity funds.
 - d. Finally, over the last several years the agency's CBE performance has steadily increased to over 100% achievement for fiscal years 20 and 21 years. This deliberate focus on exceeding CBE performance goals has ensured that racially diverse companies have an opportunity to sustainably run their businesses and grow their ability to perform over time.
39. What are three metrics that your agency uses, or could use, to measure progress toward racial equity?

Response: Three metrics the agency uses are 1) The number of McKinney loans issued to small developers 2) The number of new HIP homebuyers and 3) The number of Todd A. Lee Scholars

40. Do you think there are any areas/programs where your department has had some success in building racial equity over the past year? Which areas/programs?

Response: An example of success in building racial equity, is providing homeownership opportunities to long time middle income professionals through HIP.

41. Consider the demographic data your department collects, tracks, and evaluates as (A) part of its operations and (B) as part of its performance plan:
a. Do you collect information on race and geographic area? If not, why not?

Response: DCHFA collects data primarily on income and geographical area as appropriate to applicable regulations.

42. What legal barriers (if any) do you face as an agency to advancing racial equity or better understanding racial inequity?

Response: The primary barrier and challenge to addressing racial equity is navigating various District and Federal laws and regulations as not to violate any anti-discrimination measures. Thus, the Agency has followed DSLBD and DMPED's lead in defining the targets and scopes of its initiatives.

43. In your FY22 budget as approved, are there specific programs or allocations that are specifically designed to address racial or economic inequities faced by District residents? In detail, please describe how these efforts address those inequities.

Response: The Agency has \$25 million in the FY 22 budget for HIP.

Agency-specific Questions

44. Please list each new policy initiative of the agency during FY21 and FY22 to date. For each initiative please provide:

Response: Not Applicable

- a. A detailed description of the program;
- b. The name of the employee who is responsible for the program;
- c. The total number of FTEs assigned to the program;
- d. The amount of funding budgeted to the program. What products does the Agency market, and how does the Agency market its products to individuals?

45. What products does the Agency market, and how does the Agency market its products to individuals?

Response: DCHFA markets the HUD 50/50 Risk Share program and the Housing Investment Platform (HIP) to developers through the Agency's website, industry events and social media. The for-sale homes constructed through the HIP program are marketed to individuals primarily by each development's sales agent. DCHFA contributes to marketing the homes by listing them on www.DCHFA.org and providing the sales agent to interested parties. In addition, the Agency shares updates on the developments posted by the developer and sales team on Instagram.

Multifamily developments under construction and those that have delivered are listed on the Agency's website. During FY 2021 and 2022, ads touting the multifamily division were published in the NHP Foundation's symposium booklet, Globe Street's Real Estate Forum which recognized the Agency as a 2021 Senior Housing Influencer, and the Washington Business Journal's Best Real Estate Deals which recognized two of the Agency's properties as finalists.

The Agency markets all of its homeownership programs administered by the Single Family Programs division to individuals. This includes DC4ME, DC MAP COVID-19, DC Open Doors, Mortgage Credit Certificate (program on hiatus as of February 19, 2021), HPAP and ReMIT (program on hiatus as of October 27, 2021). All of the Agency's homeownership programs are covered during virtual information sessions, hosted by DC Open Doors approved lenders. The sessions are marketed via social media on Facebook (DC Open Doors and DCHFA pages), Twitter (@DCOpenDoors and @DCHFA), and Instagram (@dchfa). The seminars are posted to the Agency's public events calendar located on www.DCHFA.org. The Agency has banner ads on the website of the *Washington Informer* that link to DCHFA's events calendar to promote the virtual seminars.

DCHFA purchases advertising to market its homeownership products to individuals. During FY 2021 and through FY 2022, the Agency had monthly full-page ads in Capital Community News publications *East of the River*, *HillRag* and *MidCity* that featured all the Agency's homeownership programs. The Agency launched a targeted advertising campaign on the relaunch of the HomeSaver foreclosure prevention program that included the *Washington City Paper* (print and digital), *Washington Informer* (print and digital), WHUR and WJLA. The HomeSaver program was also promoted across DCHFA's Facebook, Instagram and Twitter accounts.

Publicity earned by the agency is used to market DCHFA as well. All media that includes the Agency's programs is shared via DCHFA's aforementioned social media platforms. In FY 2021, DCHFA was featured in 70 published articles in

local and national media outlets including the Washington Post, Bisnow, Affordable Housing Finance magazine and WUSA-9. Stories included profiles of DCHFA staff and programs, Agency-financed developments, and private and public financing partners. Thus far in FY 2022, the Agency has been featured in 14 articles in local and national publications including Multihousing News, Commercial Observer, Globe Street and the Washington Business Journal.

46. Please describe what efforts the DCHFA makes to solicit input from community stakeholders when making major decisions about its programs, including when developing or changing eligibility criteria or guidelines. What does DCHFA do to make those processes, criteria, and guidelines as transparent for the public as possible? How has the agency improved community outreach and public meeting procedures over the past fiscal year?

Response: DCHFA hosts public meeting and posts all notices for its Board of Directors meetings on the agency's website. The Agency's website has a contact function where members of the public may contact the agency with questions and concerns. This email inbox is monitored by the public relations staff which answers inquiries and/or distributes the inquiries to the appropriate department. The Agency has a dedicated hotline and email account for the DC MAP program. It also established an email account solely for the Housing Stabilization Grant program during its period of activity in December 2020. The public relations staff monitors all comments and inboxes for DCHFA's social media and provides responses to all inquiries. As it relates to single family program(s), DCHFA works closely with DHCD, local lenders and community-based organizations to enlist support and inform the community of changes to the eligibility criteria related to the various lending programs we administer.

DCHFA uses extensive contact through social media, digital devices and old-fashion telephone and contract/document review, as applicable, with all its shareholders to ensure notice to and notice about DCHFA administered programs and the regulations and guidelines pursuant to those policies, regulations, and guidelines.

47. Please provide the most recent quarterly data reports DCHFA has used to track and forecast trends in AMI. Have there been any changes in the income limits for the DCHFA products and programs?

Response: The Agency uses HUD standards. All of our income standards are based on those standards. DCHFA does not track/forecast trends in AMI (now known as Median Family Income – MFI). The 2019 MFI Limit was \$121,300 and the 2020 MFI Limit is \$126,000. Single Family programs that utilize MFI Limits for eligibility are updated annually, once announced. Most DCHFA Single Family programs allow up to 120% of MFI Limits, which is currently \$151,200.

48. How many projects and transactions did DCHFA fund in FY21 and FY22 to date? Please include total funded amount in dollars, as well as the number of transactions the Agency plans to close this fiscal year. How does DCHFA prioritize the projects?

Response:

FY2021 - 11 projects \$245 million / 976 Units (3 risk-share/\$107 million)

FY2022(Q1) - 3 projects \$91 million / 293 Units

The Agency uses the “first in- first out” approach coupled with project readiness to determine prioritization.

49. Please describe the Agency’s policies regarding defaulting or distressed residential housing properties, including:
- a. Following a default, how often the Agency communicates with stakeholders (such as tenants and tenant associations) with status-related information;
 - b. How tenants are engaged in the decision-making process in the disposition of a defaulting property; and
 - c. The determination of how to dispose of a defaulting property backed by HUD.

Response: DCHFA is a mission-oriented agency which is expressly committed to the goal of providing quality affordable housing to District residents. As such we feel a keen sense of responsibility to tenants at Agency-financed properties, and to the greatest extent possible, we strive to ensure that the tenants at distressed or defaulting properties are involved in the decision-making process and updated regarding the execution of the disposition. Inclusion of the tenants to the greatest extent practicable at every stage of the disposition process has been our practice, and we plan to continue to do so. Distressed multifamily residential properties are closely monitored by reviewing monthly financials, annual financial audits, mortgagee inspections and requiring the Borrower to create a Corrective Action Plan (CAP). The CAP is monitored monthly to ensure corrective performance goals are obtained. For defaulting multifamily residential housing properties, we work with the Borrower/Owner in attempts to resolve the matter causing the default. If Borrowers/Owners are unwilling to cooperate, the Agency will attempt to preserve the property by legally pursuing possession of the project by becoming the Mortgagee In Possession or proceeding with the legal foreclosure process to adversely obtain possession.

The Agency notifies all stakeholders regarding all required reporting and noncompliance matters. When HUD-assisted developments are involved, HUD is notified/copied on all correspondence issued to the Borrower, urgent matters are reported daily via email and a summary report regarding the portfolio is issued semi-annually. The DC Department of Housing and Community Development (DHCD) and DC Housing Authority (DCHA) are notified/copied on all correspondence issued to the Borrower/Owner if required. Urgent matters are reported daily via email and by telephone. The Agency routinely meets with tenant groups, subject property management agents, as well as representative ANCs and Councilmembers before legal proceedings are initiated and provide status updates throughout the process. Close contact with all of these groups aids in the smooth

transition of legal ownership and helps ensure that the premises are maintained per applicable building codes and regulations.

50. Please provide an update on how the Agency is implementing recommendations from the Comprehensive Housing Strategy Task Force, including affordable housing unit goals.

Response: The Agency plays a supporting role but is not responsible for the implementation of recommendations from the task force.

51. Please provide an update on how DCHFA is responding to the Mayor's Order 2019-036, including the call to produce 36,000 housing units by 2025 and for those units to be "equitably distributed" throughout the Mayor's area-specific targets. Please specifically provide data on the breakdown of units by income level, and across small area planning.

Response: See Tab 11.

52. Please list the criteria the Compliance and Asset Management Department uses to monitor DCHFA's multifamily portfolio.

Response: DCHFA's Portfolio and Asset Management (PAM) division monitors the Agency's multifamily portfolio and is governed primarily by the District of Columbia Housing Code, applicable District of Columbia Municipal Regulations {DCMR}, and the HUD-enforced Uniform Physical Condition Standard. Regarding the financial stability of projects within the Agency's portfolio, PAM's involvement in the underwriting extends to an examination of required unit set-aside ratios and debt service coverage ratios (DSCR) and cost to operate on a per unit basis. The underwriting process carries through to the compliance period. Specifically, the Agency regularly monitors the financial condition of projects in its portfolio through building/mortgagee physical reports, Management Operation Review (MOR) reports, reports required per the IRS Section 142 (d) program, financial audit statements, and the Agency's internal inspection process which collectively ensure that subject properties maintain cash flow sufficient for their sound operation and maintenance. Additionally, PAM is currently working to develop an information technology solution, which will allow for the efficient dissemination of information agency wide as well as provide various data matrix of key components of the portfolio.

53. Please provide a list of locations where short-term bridge financing has been applied by amount, address, and expiration date.

Response: Not Applicable.

54. Please provide an update on the Housing Investment Platform (HIP) and describe what role the program is playing in producing affordable home ownership opportunities for District residents. Please outline the most active developer participants.

Response: The HIP program was designed to achieve several objectives: first, to meet the pent up need of middle-income housing; second, to retain the middle class of long-term District residents and grow wealth through homeownership and third to promote and grow emerging developers by providing access to capital. In addition to 20 units sold to middle income wage earners, the program has a pipeline of 100 units. To date, the most active developers have been H2Build and HEP Builders.

55. Please provide an update on any ongoing, or planned, LIHTC initiatives in higher-value neighborhoods in the District.

Response: DCHFA, in coordination with its agency partners, continue to provide tax exempt bonds to transactions awarded subsidy financing. The agency continues to focus on meeting the 36,000 by 2025 goal set by the Executive Office of the Mayor.

56. Please provide the following information pertaining to DC Open Doors in FY21 and FY22 to date.

Response: See below.

57. Please provide the number of DC Open Doors applications received in FY21 and FY22 to date, with a breakdown by

a. ward (or state) of applicant(s)

Response:

FY21

Ward 1 79
Ward 2 30
Ward 3 19
Ward 4 46
Ward 5 59
Ward 6 32
Ward 7 98
Ward 8 60

FY22

Ward 1 7
Ward 2 3
Ward 3 2
Ward 4 2
Ward 5 3
Ward 6 4
Ward 7 12
Ward 8 11

b. income of the applicant(s)

Response:

FY21 - Avg Income was \$84,417.26

FY22 - Avg Income was \$81,057.02

- c. race of the applicant(s)

Response:

FY21

Native American	6
Asian	33
African America	182
Hawaiian Pacific	16
Hispanic	0
White	128

FY22

Native American	0
Asian	1
African America	25
Hawaiian Pacific	0
Hispanic	7
White	11

- d. age of the applicant(s)

Response:

FY21 - Average Age was 33.17

FY22 - Average Age was 35.80

- e. gender of the applicant(s)

Response:

FY21

Female	261
Male	162

FY22

Female	32
Male	12

- f. primary language spoken by the applicant(s) –

Response: Unknown.

g. unit type purchased (single family homes, condos, co-ops)

Response:

<u>FY21</u>	
Condo	264
SFH	159
 <u>FY22</u>	
Condo	28
SFH	16

58. Please provide the number of applications approved in FY21 and FY22 to date, with a breakdown by

a. ward (or state) of applicant(s)

Response:

<u>FY21</u>	
Ward 1	87
Ward 2	34
Ward 3	23
Ward 4	52
Ward 5	64
Ward 6	37
Ward 7	99
Ward 8	67
 <u>FY22</u>	
Ward 1	9
Ward 2	3
Ward 3	2
Ward 4	2
Ward 5	3
Ward 6	4
Ward 7	12
Ward 8	11

b. income of the applicant(s)

Response:

FY21 - Avg Income was \$84,707.86

FY22 - Avg Income was \$78,842.46

- c. race of the applicant(s)

Response:

FY21

Native American	7
Asian	36
African America	168
Hawaiian Pacific	0
Hispanic	79
White	151

FY22

Native American	0
Asian	1
African America	33
Hawaiian Pacific	0
Hispanic	12
White	21

- d. age of the applicant(s)

Response:

FY21 - Average Age was 33.28

FY22 - Average Age was 35.49

- e. gender of the applicant(s)

Response:

FY21

Female	281
Male	182

FY22

Female	345
Male	22

- f. primary language spoken by the applicant(s)

Response: Unknown

59. Please provide the guidelines that are used when underwriting DC Open Doors applications.

Response: See Tab 12.

a. What supporting documents does HFA seek from applicants to confirm eligibility?

Response: The Lender submits an underwriting approval package for review which includes but is not limited to income documents. (Max income limit is \$151,200 and they do not have to be a 1st time home buyer) The maximum loan amount for the 1st trust is \$548,250. A purchaser can borrow up to \$822,375 on a 1st trust loan amount (and still qualify for 3% in down payment assistance) on our high balance loan. The rates on this are higher, the borrower must contribute 5% of the Sale Price. (at least 2% of their own money and our 3% in DPA) we have not done many high balance loans.

60. For FY21 and FY22 to date, please provide the following information:

a. What is the average time period between applying for DC Open Doors and closing?

Response: Loans received by lenders are typically reviewed within 3-5 business days – please note that the lender “reserves/locks” the loan at the time the borrower has a ratified sales contract and a completed loan application. The lender then has 45 days to process, receive underwriting approval, submit to DCHFA for compliance review approval and wire, if applicable (DPA) and then close the loan.

b. What is the shortest time period between applying for DC Open Doors?

Response: DCHFA requires sufficient time to wire funds for the loans that also have Down Payment Assistance, so we request a minimum of 3 days from the date of submission. DC Open Doors loans without DPA could close on the same day received, however, we adhere to a strict first-come first-served policy and underwrite the loans in the order in which received. This allows us to remain fair and consistent. Since our Participating/Trained lenders are familiar with the Agency’s process, files are typically submitted at least one to one and one-half weeks in advance of the scheduled closing date.

c. What is the longest time period between applying for DC Open Doors and closing?

Response: The lender/borrower has a maximum of 105 days from the time the loan is reserved/locked until Lakeview purchases the loan before they would have to cancel and re-lock at market rate.

- d. What are the reasons for delays in closing?

Response: Final Inspections/Certificates of completions on new construction/lender re-working the loan.

- e. What are the bases for not approving an application, and the number of applications denied for each basis?

Response: Because we see files after the lender’s underwriter has approved the file, we usually do not deny any files. Typically, if we have a file with an issue such as too high of a Debt-To-Income (DTI) or over the income limit for the program, we put a condition on the loan that the file does not meet program guidelines and the lender either restructures the loan or they cancel the file.

- f. What are the bases for not closing on an application that was issued, and the number of loans denied for each basis?

Response: The term “application” is a bit nebulous. Once we approve our loan, it goes to settlement with the 1st trust package. And as we all know, sometimes loans do not settle because of various reasons. If this happens, our DPA gets returned and we cancel the loan in the system with a memo as to why the loan was cancelled. Lenders will lock loans (applications?) with us and then a percentage of them never close. Steve would have an idea of what our “pull-through” rate is i. e. how many reservations did we get in FY21 and how many of those loans closed.

61. Please provide the following information pertaining to the Home Purchase Assistance Program in FY21 and FY22 to date.

Response: See below.

62. Please provide the number of Notice of Eligibility (NOE) applications received in FY21 and FY22 to date, with a breakdown by

- a. ward (or state) of applicants

Response:

FY2021:	518 Total
Ward 1	39
Ward 2	25
Ward 3	29
Ward 4	75
Ward 5	74

Ward 6	64
Ward 7	98
Ward 8	111
Non-DC	3

FY2022 1 st QTR:	134 Total
Ward 1	15
Ward 2	4
Ward 3	7
Ward 4	9
Ward 5	17
Ward 6	12
Ward 7	28
Ward 8	42

b. income of the applicant(s)

Response: Not Tracked.

c. race of the applicant(s)

Response: Not Tracked. However, tracked for loans.

d. age of the applicant(s)

Response: Not Tracked. However, tracked for loans.

e. gender of the applicant(s)

Response: - Not Tracked. However, tracked for loans.

f. primary language spoken by the applicant(s)

Response: Not Tracked.

g. unit type purchased (single family homes, condos, co-ops)

Response: Not Tracked.

63. Please provide the number of NOEs issued in FY21 and FY22 to date, with a breakdown by:

Response:

FY2021	354 Total	(Avg Eligibility \$57,764)
Ward 1	36	(10%) (Avg Eligibility \$52,667)
Ward 2	21	(6%) (Avg Eligibility \$56,190)
Ward 3	18	(5%) (Avg Eligibility \$56,444)
Ward 4	56	(16%) (Avg Eligibility \$56,143)
Ward 5	55	(15%) (Avg Eligibility \$53,891)
Ward 6	45	(13%) (Avg Eligibility \$55,200)
Ward 7	60	(17%) (Avg Eligibility \$64,980)
Ward 8	63	(18%) (Avg Eligibility \$61,419)

FY2022 1 st QTR	81 Total	(Avg Eligibility \$59,506)
Ward 1	3	(4%) (Avg Eligibility \$49,333)
Ward 2	2	(2%) (Avg Eligibility \$32,000)
Ward 3	6	(7%) (Avg Eligibility \$50,667)
Ward 4	10	(12%) (Avg Eligibility \$63,200)
Ward 5	15	(19%) (Avg Eligibility \$61,600)
Ward 6	7	(9%) (Avg Eligibility \$56,571)
Ward 7	22	(27%) (Avg Eligibility \$60,727)
Ward 8	16	(20%) (Avg Eligibility \$63,500)

- a. income of the applicant(s)

Response: - Not Tracked, however, tracked for loans.

- b. race of the applicant(s)

Response: Not tracked. However, tracked for loans.

- c. age of the applicant(s)

Response: Not Tracked. However, tracked for loans.

- d. gender of the applicant(s)

Response: Not Tracked. However, tracked for loans.

- e. primary language spoken by the applicant(s)

Response: Not tracked.

- f. ward where home was purchased

Response: Not Tracked. However, tracked for loans.

64. Please provide the guidelines that are used when underwriting NOE applications.

Response: See Tab 13.

a. What supporting documents does HFA seek from applicants to confirm eligibility?

Response: The program requires documentation of income and (non-retirement) assets for the applicant and household members. The housing counselors submitting applications collect documentation per program guidelines (provided by DHCD), and the administrators have a file checklist for counselors to follow. Documents collected include a credit report to document the minimum score requirement has been met; income documents to verify current income, including but not limited to paystubs, W2s/1099s, Social Security and retirement/pension award letters, employment verification(s), Profit & Loss statements, and tax returns as applicable. Tax returns are collected for the most recent three years as documentation supporting the first-time home ownership requirement. Statements are collected for the most recent two months for all non-retirement assets. Additional documents may be collected on an as needed basis if questions arise during the process, in order to support applicants' eligibility for the program.

b. Do HFA and GWUL share the same underwriting guidelines? If not, what differences exist and why?

Response: The Agency follows the HPAP guidelines provided by DHCD as well as the Sub-Recipient Grant Agreement. DHCD spent a great deal of time working with GWUL and the Agency's single-family team and provided guidance/guidelines in writing that the Agency refers to consistently for both eligibility review for NOE applications and for loan files as well. The Agency follows HUD 24 CFR Part 5 guidelines for determining eligibility income (all household income/assets) to determine the assistance amount for an NOE. The agency follows FHA, Fannie Mae or Freddie Mac guidelines (same as first trust lender and loan type) for loan files, with additional overlays per DHCD, such as maximum debt-to-income ratio of 40/45% and minimum credit score of 600. The Agency does, on occasion make exceptions based on guidance received from DHCD. As is customary amongst HFAs and mortgage lenders in general, the Agency takes into consideration compensating factors, which may, for example, allow the Agency to exceed the 40/45% ratio guideline. The Agency's underwriters have more than twenty years' combined experience underwriting Fannie Mae, Freddie Mac, FHA, VA and federal bond loans while working for large banking institutions and are skilled at making prudent underwriting determinations. Additionally, one underwriter has experience working directly for

Freddie Mac and the other is an FHA Direct Endorsement underwriter. It was/has been the Agency's understanding that since the guidelines the Agency was provided are for the HPAP program, they were to be used by all program administrators.

65. For FY21 and FY22 to date, please provide the following information:

a. What is the average time period between applying for a NOE and closing?

Response: This specific data is not tracked, but the majority of NOE recipients do not return with contracts. The NOE process only addresses eligibility for the program and does not review applicants' purchasing power or ability to qualify for a mortgage, so receipt of an NOE is not an indication of applicants' preparedness or ability to purchase. The NOEs are valid for 12 months, so once an applicant has received an NOE they have a 12 month period within which they can enter into a contract.

b. What is the shortest time period between applying for a NOE and closing?

Response: See above answer under Question a.

c. What is the longest time period between applying for a NOE and closing?

Response: See above answer under Question a.

d. What are the reasons for delays in closing?

Response: Once an applicant has ratified a contract there can be many reasons for delays in closing which include but are not limited to issues with the property itself, issues with title, issues with appraised values, timeline delays with the 1st trust mortgage process.

e. What are the bases for not issuing a NOE, and the number of applications denied for each basis?

Response: Most files that are ineligible are due to the applicant's income being over the limit and others were due to insufficient assets (less than \$500), credit score below 600 and incomplete application/documentation where the applicant refuses to provide additional documentation to support the file. The basis for denials is not tracked.

f. What are the bases for not closing on a NOE that was issued, and the number of loans denied for each basis?

Response: Most of the files are denied at the first trust lender level when a borrower does not qualify, and we have also had submissions where the applicants were "over qualified" and were not in need of the HPAP Gap assistance so they were no longer eligible. Other examples include 1) discovery of income not originally included in the NOE file causing the borrower to exceed income limits,; 2) ratios for the loan exceeds guidelines either with no compensating factors or beyond the point where

compensating factors would support an approval; 3) decrease in credit score to below 600. Since we do not issue denials, and since denials are initiated by the 1st trust lenders, we do not track this information.

g. How many closings were postponed due to a failed HPAP inspection?

Response: This is not tracked.

h. How many loans did not go to closing due to a failed HPAP inspection?

Response: This is not tracked.

66. Please provide a breakdown of the number and dollar volume amount by type of housing - condominium, cooperative, townhome, and single-detached home - purchase, that the agency assisted with financing in FY 2020, FY 2021 and through the 1st quarter of FY 2022?

Response:

FY2020

Total HPAP Loan (167) Funds \$8,499,766

Total Purchases Dollar Volume \$56,138,700 167

Single Family Detached \$5,918,550 (15) (9% of purchases)

\$843,476 (10% loan dollars) / Avg \$56,232

Townhome (w/or w/o PUD) \$6,544,652 (18) (11% of purchases)

\$977,943 (12% of loan dollars) / Avg

\$54,330

Rowhome \$21,722,804 (59) (35% of purchases)

\$2,904,022 (34% of loan dollars) / Avg

\$49,221

Condominium \$21,952,694 (75) (45% of purchases)

\$3,774,325 (44% of loan dollars) / Avg

\$50,324

Co-Op NA (Co-Ops administered by

GWUL)

FY2021

Total HPAP Loan (165) Funds \$8,423,201

Total Purchases Dollar Volume \$58,473,312

Single Family Detached \$ 4,683,000 (11) (7% of purchases)

\$ 461,008 Loan Funds (5% loan dollars) /Avg \$41,910

Townhome \$10,839,569 (25) (15% of purchases)

	\$1,324,957 (16% loan dollars) / Avg \$52,998
Rowhome	\$16,020,749 (40) (24% of purchases) \$2,069,976 (25% loan dollars) / Avg \$51,749
Condominium	\$26,929,994 (89) (54% of purchases) \$4,567,260 (54% of loan dollars) / Avg \$51,318
Co-Op	NA – the agency does not administer Co-Op loans

FY2022 1st Quarter

Total HPAP Loan (27) Funds \$1,407,963

Total Purchases Dollar Volume \$9,287,392

Single Family Detached \$0 (0)

\$0 (0)

Townhome \$484,000 (1) (4%)

\$66,326 (5% of loan dollars) / Avg \$66,326

Rowhome \$3,683,000 (9) (33%)

\$397,522 (28% of loan dollars) / Avg \$44,169

Condominium \$5,120,392 (17) (63%)

\$944,115 (67% of loan dollars) / Avg \$55,536

Co-Op NA – the agency does not administer Co-Op loans

67. Please provide the following information pertaining to the ReMIT program in FY21 and FY22 to date.

- Total Amount Loaned: \$58,180.41
- Average Loan Amount: \$9,696.74
- Average Age of Homebuyer: 77.00 years old
- Average Household Size: 1
- Average Household Income: \$30,706.83

68. Total number of applications in FY21 and FY22 to date, with a breakdown by

- ward (or state) of applicant(s):

Response:

Ward 1 – 2 loan applications,
Ward 4 – 4 loan applications; and
Ward 7 – 1 loan application.

- income of the applicant(s):

Response: Average applicant income - \$27,938.94

- race of the applicant(s):

Response: African-American.

d. age of the applicant(s):

Response: 82, 77, 71, 72, 80, 80 and 83

e. gender of the applicant(s):

Response: 4 Females and 3 Males

69. Total number of applications approved in FY21 and FY22 to date, with a breakdown by

a. ward (or state) of applicant(s):

Response:

Ward 1 - 1 application approved

Ward 4 - 4 applications approved

Ward 7 - 1 application approved

b. income of the applicant(s): Average applicant income

Response: \$30,706.83.

c. race of the applicant(s):

Response: All African-American.

d. age of the applicant(s): 82, 77, 71, 72, 80 and 80.

e. gender of the applicant(s): 3 Females and 3 Males.

70. Please provide the guidelines that are used when underwriting applications. What supporting documents does DCHFA seek from applicants to confirm eligibility?

Response: See TAB 14 and the information below.

Supporting Documents needed:

Housing Intake Application

Owner Occupancy Affidavit

Budget worksheet w/LOX why could not afford and how can afford in future Third

Party Authorization

Agency Privacy Policy

Promissory Note

Reverse Mortgage Statement

Reverse Mortgage Repayment Plan, if applicable

Property Tax Bill

Copy of statement for any HOA/Condominium fees.

Homeowner's Insurance Declaration pages to reflect term and premium amount

Awards Letter/Statement for Social Security, Disability and/or Retirement/Pension Income, Pay Stubs for Employment, if applicable

IRS Wage and Income Transcript Statement for most recent year

Most recent federal tax return with all schedules, if applicable

Most recent 2 months Asset Statements from all non-retirement accounts and explanation, if applicable

Foreclosure documents, if applicable

Power of Attorney, if applicable

Brief statement from borrower(s) of plans to meet future housing costs.

Additional documentation/information may be for review to include proof of inability to make previous payments.

Board Governance

71. Please outline the fees for using HFA products, and the methodology for amending the applicable fees. What kind of discretion is afforded to the Board to amend the applicable fees? How do the HFA's fees compare to comparable authorities in other jurisdictions, particularly.

Response:

MF Fees

Application

Financing

Issuers Counsel

LIHTC

Construction

Bond Administration

Servicing

SF Fees

Mortgage Credit Certificate

Every Final Bond resolution includes agency fees. Those resolutions require Board approval. DCHFA fees are determined by operations/overhead and by obligations to financial counter parties and other price points in our market. The market for financing fees is not clearly defined and not easily compared with private sector transactions. However, based on our best market intelligence, we believe our fees are reasonable and in line with other financial institutions.

72. Please describe any initiatives that have been implemented over the past fiscal year to improve agency transparency.

Response: The Agency has not implemented new initiatives in the past fiscal year to improve agency transparency, however the Agency continues to require Board members to comply with its established procedures regarding Board conflicts of interest (see response to Question 30(d) below). The Agency also complies with the

District of Columbia Open Meetings Act (“OMA”) and the District of Columbia Board of Ethics and Government Accountability (“BEGA”) regulations.

73. Please provide the following information pertaining to board governance
- a. A copy of Board bylaws and any additional policies, including any codes of conduct, or conflict of interest rules, that pertain to board governance.

Response: See Tab 15.

- b. List of projects where a member of the Board recused themselves in FY20, FY21, and FY22 to date

Response:

Anacostia Gardens FY20
Kennedy Street Senior Apartments FY20
The Residences at Kenilworth Park FY20
Sursum Corda FY21
Northwest One Phase 1 FY21
Hill East FY21
17 Mississippi Apartments FY21
Kenilworth 166 FY21
The Clara FY21
Cascade Park Apartments FY22
Delta Towers Supplemental FY22 (Projected to close in 2022)
Capitol Vista Supplemental FY22 (Projected to close in 2022)
Parcel 42 FY22 (Projected to close in 2022)
Terrace Manor FY22 (Projected to close in 2022)

- c. List of projects considered by the board that are sponsored by a member of the board, their organizations, employees, and/or development partners on an active project in FY20, FY21, and FY22 to date

Response:

Kennedy Street Senior Apartments FY20
17 Mississippi Apartments FY21
Hill East FY21
Cascade Park Apartments FY22
Parcel 42 FY22 (Projected to close in 2022)

- d. List of existing internal controls to prevent and address perceived and actual conflicts of interests for staff and members of the board

Response:

Under current rules and protocol, if a Board Member is faced with a potential conflict, the following steps must be taken:

1. The conflict must be specifically identified in the DCHFA public record.;

2. The Board Member must outline his or her relationship to the particular transaction and involved entity;
3. The Board Member must state any benefit, advantage, or gain (financial or otherwise), direct or indirect, received from the transaction or entity;
4. Steps 1-3 are further facilitated because the Board has instituted a policy in which a Conflicts of Interest Report Form is included in the packages of information each board Member receives before Board meetings, and Board Members fill out and submit the Conflicts of Interest Report Form prior to participating in any discussion or decision related to matters scheduled to come before the Board at a Board meeting;
5. The Board Member must refrain from participating in any deliberation or discussion (preliminary or final, at a public meeting or otherwise), authorization, vote, or implementation of any DCHFA transaction in which the Board Member has a conflict; and
6. The Board Member must leave the room/teleconference in which any discussion or vote regarding the matter is to take place and not return until all discussion of the matter is finished.

74. Under what authority does the HFA Board close its deliberations to the public when it is convened in official meetings? What decisions have been made in closed door proceedings? What records are kept of those proceedings?

Response:

Closed sessions are for discussion of issues covered by exemptions under the District of Columbia Open Meetings Act. For example, pursuant to the DC Open Meetings Act, the Agency's Board of Directors votes to close meetings to discuss certain aspects of bond transactions, Agency contracts, and various other Agency finance matters because a discussion of price negotiation and other material terms regarding the approval of those topics would adversely affect the bargaining position or negotiation strategy of the Agency.

The Agency closes Board meetings to discuss certain aspects of contracts and other Agency finance matters for the above same reason. After a closed session, the Board of Directors then opens the meetings to the public, conducts more discussions, and votes on the bond transactions, Agency contracts, and Agency finance matters in an open forum. Aside from confidential personnel matters or to consult with the Agency's Board attorney, the Board does NOT make decisions or casts votes in a closed session. All closed sessions are recorded and transcribed and such records are kept confidentially by the Agency.

75. Has the board of directors approved any agency action by an affirmative vote of fewer than 3 members? If yes, please specify the actions taken. Under what authority did the board take such action?

Response:

The Board has approved an Agency action by fewer than 3 members. Namely, the Board approved an eligibility resolution for Parcel 42 – this resolution allowed the deal to move forward to due diligence and underwriting and was NOT a commitment of volume cap or agency financing. In that case, two Board members were recused and a third was handling a personal matter and could not attend the meeting. This particular transaction – which will produce 108 affordable units - was subject to an expiring LDDA and the vote simply allowed the deal to move forward to the due diligence and underwriting phase. The transaction will come back to the Board for final bond approval and the expectation is that 3 Board members will be present and vote.

Neither the Agency statute nor the by-laws prevent such a vote.

COVID-19

76. Please outline any forms of relief that the agency has provided for distressed properties due to nonpayment of rent during the COVID epidemic.

Response: In late November 2020, DCHFA’s Portfolio and Asset Management (PAM) division was tasked with distributing \$10.4 million in federal funds to the housing providers of Washington, D.C. HSG provided rent relief directly to District housing providers. The District contributed 80 percent of the relief, as long as the housing provider forgave the other 20 percent of rent. The Agency’s team worked around the clock to distribute the funds before they expired on December 31, 2020.

77. Please document how the agency’s daily operating procedures have been revised in response to the epidemic, and how these changes have been received by external stakeholders.

Response: During the first half of FY 21 DCHFA staff worked remotely. In July 2021 staff were on a three-day in the office, two-day telework schedule. The agency implemented situational telework in mid-December due to a surge in cases related to the COVID-19 Omicron variant. Throughout the entire period the business and operations were carried out fully.

In December 2021 the Agency administered the Housing Stability Grant program on behalf of the District Government to assist residents impacted economically by the COVID-19 Pandemic and disbursed \$10.4M to housing providers within 2-weeks.

The Agency worked with various lending partners in developing forbearance agreements for projects that have been disproportionately impacted by the Pandemic.

This along with other creative ways have provided financial relief where needed, which have sustained these projects operations and housing for District residents.

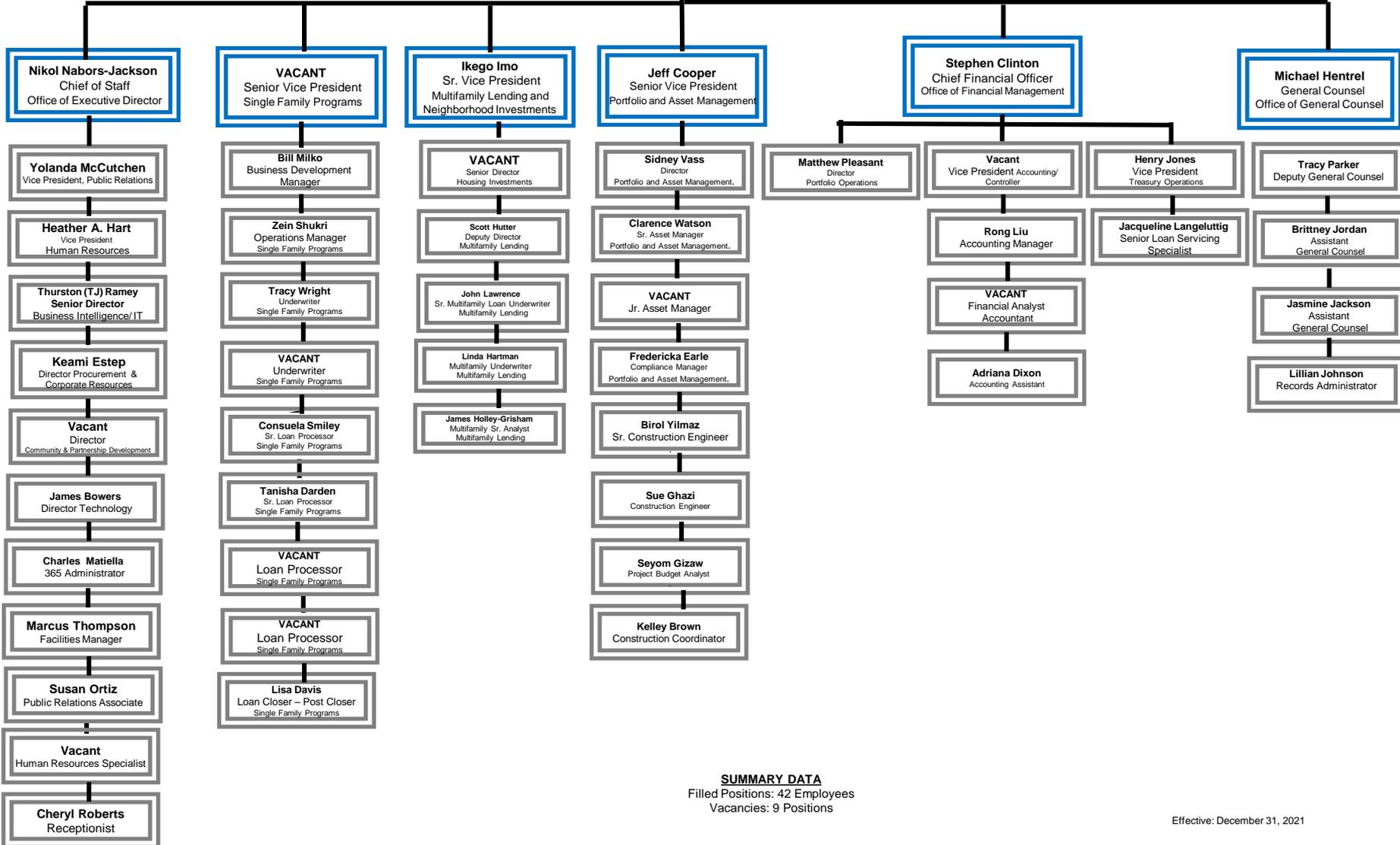
Organizational Chart

TAB 1



Christopher E. Donald
Executive Director/ CEO

Karen Harris
Executive Assistant



SUMMARY DATA
Filled Positions: 42 Employees
Vacancies: 9 Positions

Effective: December 31, 2021

TITLE	EMPLOYEE	DATE OF HIRE	FY22 SALARY	POSITION STATUS
OFFICE OF EXECUTIVE DIRECTOR/CEO				
Executive Director/CEO	Christopher E. Donald	10/2/2016	284,400	Continuous
Chief of Staff	Nikol Nabors-Jackson	8/31/2021	200,000	Continuous
Vice President, Public Relations	Yolanda McCutchen	7/6/2015	150,000	Continuous
Vice President, Human Resources	Heather A. Hart	6/10/2013	150,000	Continuous
Director, Community and Partnership Development	VACANT	N/A	N/A	Vacant
Senior Manager, Procurement & Corporate Resources	Keami Estep	7/5/2017	130,000	Continuous
Facilities Manager	Marcus Thompson	4/12/2007	103,169	Continuous
Executive Assistant	Karen Harris	9/14/2015	89,000	Continuous
Public Relations Associate	Susan Ortiz	2/4/2019	72,000	Continuous
Director, Technology	James-Curtis Bowers	7/17/2017	119,148	Continuous
Sr. Administrator, 365	Charles Matiella	9/9/2021	135,500	Continuous
Director, Project Management	Thurston Ramey	10/1/2013	132,000	Continuous
Human Resources Specialist	VACANT	N/A	N/A	Vacant
Receptionist	Cheryl Roberts	10/7/2019	42,022	Continuous

Schedule A
Effective 12.31.21



OFFICE OF GENERAL COUNSEL				
TITLE	EMPLOYEE	DATE OF HIRE	SALARY	POSITION STATUS
General Counsel	Michael Hentrel	4/2/2018	211,976	Continuous
Deputy General Counsel	Tracy Parker	10/4/2010	170,000	Continuous
Assistant General Counsel	Brittney Jordan	1/8/2018	140,675	Continuous
Assistant General Counsel	Jasmine Jackson	11/9/2020	127,500	Continuous
Records Administrator	Lillian Johnson	12/14/1984	80,713	Continuous
OFFICE OF FINANCIAL MANAGEMENT				
TITLE	EMPLOYEE	DATE OF HIRE	SALARY	POSITION STATUS
Chief Financial Officer	Stephen Clinton	1/6/2020	204,867	Continuous
Vice President, Accounting Controller	VACANT	N/A	N/A	Continuous
Vice President, Treasury Operations	Henry Jones	9/11/2017	137,700	Continuous
Accounting Manager	Rong Liu	5/3/2021	120,000	Continuous
Director, Portfolio Operations	Matthew Pleasant	3/19/2018	129,650	Continuous
Sr. Loan Servicing Specialist	Jackie Langeluttig	11/2/1998	86,700	Continuous
Financial Analyst	VACANT	N/A	N/A	Vacant
Accounting Assistant	Adriana Dixon	2/11/2019	75,000	Continuous

Schedule A
Effective 12.31.21



OFFICE OF SINGLE FAMILY PROGRAMS				
TITLE	EMPLOYEE	DATE OF HIRE	SALARY	POSITION STATUS
Senior Vice President, Single Family Programs	VACANT	N/A	N/A	Continuous
Business Development Manager	William Milko	9/14/2015	99,000	Continuous
Operations Manager	Zein Shukri	5/30/2017	107,000	Continuous
Underwriter	Kathleen Tracy Wright	4/30/2018	91,301	Continuous
Underwriter	VACANT	N/A	N/A	Vacant
Senior Loan Processor	Consuela Smiley	2/19/2019	75,198	Continuous
Senior Loan Processor	Tanisha Darden	6/24/2019	75,500	Continuous
Loan Processor	VACANT	N/A	N/A	Vacant
Loan Processor	VACANT	N/A	N/A	Vacant
Loan Closer/ Post-Closer	Lisa Davis	2/10/2020	60,924	Continuous
OFFICE OF MULTIFAMILY LENDING AND NEIGHBORHOOD INVESTMENTS				
TITLE	EMPLOYEE	DATE OF HIRE	SALARY	POSITION STATUS
Senior Vice President, Multifamily Lending and Neighborhood Investments	Ikeogu Imo	1/11/2021	180,000	Continuous
Sr. Director, Housing Investments	VACANT	N/A	N/A	Vacant

Schedule A
Effective 12.31.21



TITLE	EMPLOYEE	DATE OF HIRE	SALARY	POSITION STATUS
Deputy Director	Scott Hutter	6/7/2021	140,000	Continuous
Sr. Multifamily Loan Underwriter	John Lawrence	5/3/2021	141,000	Continuous
Multifamily Loan Underwriter	Linda Hartman	9/13/2021	125,000	Continuous
Multifamily Senior Analyst	James Holley-Grisham	6/21/2021	89,500	Continuous
PORTFOLIO AND ASSET MANAGEMENT				
TITLE	EMPLOYEE	DATE OF HIRE	SALARY	POSITION STATUS
Senior Vice President. Portfolio and Asset Management	Jeffery Cooper	12/4/2017	187,000	Continuous
Director, Portfolio and Asset Management	Sidney Vass	8/26/2019	135,000	Continuous
Senior Asset Management	Clarence Watson	9/28/2020	117,297	Continuous
Compliance Manager	Fredericka Earle	6/29/2015	85,000	Continuous
Junior Asset Manager	VACANT	N/A	N/A	Vacant
Sr. Construction Engineer/Monitor	Birol Yilmaz	2/14/2011	112,000	Continuous
Construction Engineer Monitor	Soheila Ghazizdeh	3/26/2012	104,123	Continuous
Project Budget Analyst	Seyoum Gizaw	5/5/2003	96,500	Continuous
Construction Coordinator	Kelley Brown	7/18/2016	79,650	Continuous

TAB 3

DCHFA Equipment by Employee
FY21 Q1-Q4

Employee Name	Device 1	Cost of Device 1	FY Purchase Device 1	Device 2	Device 3
Adriana Dixon	Laptop	\$1,500.00	FY18		
Birol Yilmaz	Laptop	\$2,000.00	FY19	iPhone 8 Plus	
Brittney Jordan	Laptop	\$2,500.00	FY19	iPhone 8 Plus	
Brooks Harrison	Laptop	\$1,500.00	FY19		
Charles Matiella	Laptop	\$2,000.00	FY19	iPhone 8 Plus	
Cheryl Roberts	Laptop	\$1,500.00	FY19		
Christopher Donald	Laptop	\$2,000.00	FY19	iPhone 8 Plus	
Clarence Watson	Laptop	\$2,000.00	FY19	iPhone 8 Plus	
Consuela Smiley	Laptop	\$1,500.00	FY18	iPhone 8 Plus	Global USB Modem
David Watts	Laptop	\$2,500.00	FY19	iPhone 8 Plus	
Essi Egbeto	Laptop	\$1,500.00	FY18	iPhone 8 Plus	
Fredericka Earle	Laptop	\$1,500.00	FY18	iPhone 8 Plus	
Heather Hart	Laptop	\$2,500.00	FY19	iPhone 8 Plus	
Henry Jones	Laptop	\$1,500.00	FY18	iPhone 8 Plus	
Ikeogu Imo	Laptop	\$2,000.00	FY19	iPhone 8 Plus	
Jackie Langeluttig	Laptop	\$1,500.00	FY18		Global USB Modem
James Bowers	Laptop	\$1,500.00	FY18	iPhone 8 Plus	
James Grisham	Laptop	\$2,000.00	FY19	iPhone 11	
Jasmine Jackson	Laptop	\$2,000.00	FY19	iPhone 8 Plus	
Jeffery Cooper	Laptop	\$1,500.00	FY18	iPhone 8 Plus	Global USB Modem
Karen Harris	Laptop	\$1,500.00	FY18		
Kayla Cruz	Laptop	\$1,200.00	FY17		
Keami Estep	Laptop	\$2,000.00	FY19	iPhone 12	
Kelley Brown	Laptop	\$1,500.00	FY18	iPhone 8 Plus	Global USB Modem
Lillian Johnson	Laptop	\$2,000.00	FY19	iPhone 8 Plus	Global USB Modem
Linda Hartman	Laptop	\$1,000.00	FY21	iPhone 8 Plus	
Lisa Davis	Laptop	\$1,500.00	FY18		
Lisa Hensley	Laptop	\$1,500.00	FY18	iPhone 8 Plus	
Marcus Thompson	Laptop	\$2,000.00	FY19	iPhone 8 Plus	
Matthew Pleasant	Laptop	\$1,500.00	FY18		
Michael Hentrel	Laptop	\$2,000.00	FY19	iPhone 8 Plus	
Monte Stanford	Laptop	\$2,500.00	FY19	iPhone 8 Plus	
Nikol Nabors-Jackson	Laptop	\$2,500.00	FY19	iPhone 11	
Risha Williams	Laptop	\$1,500.00	FY18		
Rodney Dew	Laptop	\$1,500.00	FY18		
Rong Liu	Laptop	\$2,500.00	FY19	iPhone 11	
Sarita Harley	Laptop	\$1,500.00	FY18		
Scott Hutter	Laptop	\$1,500.00	FY18	iPhone 11	
Rodney Dew	Laptop	\$1,500.00	FY18		
Seyoum Gizaw	Laptop	\$1,500.00	FY18		
Sidney Vass	Laptop	\$1,500.00	FY18	iPhone 8 Plus	
Stephen Clinton	Laptop	\$2,000.00	FY19	iPhone 8 Plus	
Sue Ghazi	Laptop	\$2,000.00	FY19	iPhone 8 Plus	
Susan Ortiz	Laptop	\$2,500.00	FY21	iPhone 8 Plus	
Tanisha Darden	Laptop	\$1,500.00	FY18	iPhone 12	
Thurston Ramey	Laptop	\$2,000.00	FY19		
Tracy Parker	Laptop	\$2,500.00	FY19	iPhone 8 Plus	
Tracy Wright	Laptop	\$1,500.00	FY18	iPhone 8 Plus	
Wendi Redfern	Laptop	\$2,000.00	FY21	iPhone 8 Plus	
William Milko	Laptop	\$1,500.00	FY18	iPhone 8 Plus	
Yolanda McCutchen	Laptop	\$2,000.00	FY19	iPhone 8 Plus	
Zein Shukri	Laptop	\$1,500.00	FY18	iPhone 8 Plus	
Buwa Binite					iPad Air 64GB
Stephen Green					iPad Air 64GB
Scottie Irving					iPad Air 64GB
Stan Jackson					iPad Air 64GB
Heather Howard					iPad Air 64GB
Thorn Pozen					iPad Air 64GB

Q1	2021	Independent PCARD	HFO	PRSA NCC	70340193 CREDIT	12/20/2020	(595.00) Y. McCutchen is member of PRSA; reason for credit unknown, contacted Yolanda for more information.
Q1	2021	Independent PCARD	HFO	FEDEX 97734531	800-4633339 TN	12/22/2020	\$4.27 Agency Delivery
Q1	2021	Independent PCARD	HFO	AMZN Mktp US*N94EP7G53	Amzn.com/bil	12/27/2020	\$150.41 Agency face masks
Q1	2021	Independent PCARD	HFO	ENGINEERS OUTLET	WASHINGTON DC	12/28/2020	\$830.18 Building Supplies
Q1	2021	Independent PCARD	HFO	ADOBE ID CREATIVE CLD	408-536-6000 C/	12/28/2020	\$22.25 HR InDesign
Q1	2021	Independent PCARD	HFO	DC GOVT PAYMENT	202-727-5000 DC	12/28/2020	\$345.00 SUV 2-year Registration & Inspection
Q1	2021	Independent PCARD	HFO	PITNEYBOWESELESEDEQU	844-256-6444	12/28/2020	\$783.99 Postage Meter quarterly invoice
Q1	2021	Independent PCARD	HFO	BP99314964CONVENTION CEN	WASHINGTONT	12/29/2020	\$82.00 Gas Agency SUV
Q1	2021	Independent PCARD	HFO	FEDEX 97837079	MEMPHIS TN	12/29/2020	\$6.39 Agency Delivery
Q1	2021	Independent PCARD	HFO	APPLE.COM/BILL	866-712-7753 CA	12/29/2020	\$10.59 PR Cloud Storage
Q1	2021	Independent PCARD	HFO	OURISMAN CHEVROLET OF BO	BOWIE MD	12/30/2020	\$1,354.82 Agency SUV Service
Q1	2021	Independent PCARD	HFO	FEDEX 97889651	MEMPHIS TN	12/31/2020	\$6.93 Agency Delivery
Q1	2021	Independent PCARD	HFO	MSFT * E0500D7K4	800-642-7676 WA	1/1/2021	\$1,166.00 O365 Licenses
Q2	2021	Independent PCARD	HFO	BP99314964CONVENTION CEN	WASHINGTONT	44198	36 Gas Agency SUV
Q2	2021	Independent PCARD	HFO	IBACKUP.COM PRO SOFTNET	HTTP://WWW	44198	36 duplicate charge
Q2	2021	Independent PCARD	HFO	IBACKUP.COM PRO SOFTNET	HTTP://WWW	44198	299.95 Cloud backup
Q2	2021	Independent PCARD	HFO	MBS LIVE MONTH	WWW.MBSLIVE.NH	44198	38.95 S. Clinton Monthly subscription
Q2	2021	Independent PCARD	HFO	ADJUSTMENT-PURCHASES		44200	-36 refund for duplicate purchase on 1/2 BP
Q2	2021	Independent PCARD	HFO	*FINANCE CHARGE* PREV CYCLE		44200	-0.02 refund finance charge pnc
Q2	2021	Independent PCARD	HFO	THE BUSINESS JOURNALS	866-853-3661 NC	44201	825 Business journal ads
Q2	2021	Independent PCARD	HFO	NU*SHAREFILE	800-4413453 NC	44201	212 Right Signature Share File
Q2	2021	Independent PCARD	HFO	REALTAXTOOLS.COM	708-479-8731 IL	44202	389 W-2 mate software
Q2	2021	Independent PCARD	HFO	CROW CANYON SYSTEMS IN	707-7465272	44203	807 Professional services contracts & asset management systems - Admin
Q2	2021	Independent PCARD	HFO	B'S Wholesale Club - Mens	508-651-7400 M.	44204	40 Agency B's membership renewal - Admin
Q2	2021	Independent PCARD	HFO	NYTimes*NYTimes	800-698-4637 NY	44207	41.34 Y. McCutchen - monthly subscription
Q2	2021	Independent PCARD	HFO	UBER TRIP	HELP.UBER.COM/CA	44208	97.4 Agency Uber COMCA
Q2	2021	Independent PCARD	HFO	PANVAL *WOMENCOLORI	402-935-7733	44208	350 Y. McCutchen - WCCD annual membership
Q2	2021	Independent PCARD	HFO	AMZN Mktp US*GR74F7523	Amzn.com/bil	44208	31.49 Printer Toner
Q2	2021	Independent PCARD	HFO	TENLEYTOWN TRASH	202-364-9694 DC	44209	364.7 Trash/Recycle LSR46184052021
Q2	2021	Independent PCARD	HFO	WASHINGTON EXPRESS	301-210-3500 M	44209	37.88 Agency deliveries
Q2	2021	Independent PCARD	HFO	EDIBLE ARRANGEMENTS	877-363-7848 G	44209	84.79 Condolence gift T. Wright
Q2	2021	Independent PCARD	HFO	EDIBLE ARRANGEMENTS	877-363-7848 G	44209	84.79 Condolence gift S. Gizaw
Q2	2021	Independent PCARD	HFO	UBER TRIP	HELP.UBER.COM/CA	44210	58.89 Agency Uber
Q2	2021	Independent PCARD	HFO	BESTBUYCOM806413745592	888-BESTBU*	44211	47.69 Printer Toner
Q2	2021	Independent PCARD	HFO	BESTBUYCOM806413745592	888-BESTBU*	44211	180.19 Printer E. Egbeto
Q2	2021	Independent PCARD	HFO	PROTECTION ONE ALARM	LAWRENCE MD	44211	1655.43 Quarterly Security Services 2/1/21 - 4/30/21
Q2	2021	Independent PCARD	HFO	AMZN Mktp US*YK3H28274	Amzn.com/bil	44212	56.13 supplies
Q2	2021	Independent PCARD	HFO	Amazon.com*Y39XUJ943	Amzn.com/bill	44211	26.37 Printer Toner
Q2	2021	Independent PCARD	HFO	YAROOMS	BUCHARST RO	44213	5 Conference Room scheduler tool
Q2	2021	Independent PCARD	HFO	WWW COSTCO COM	800-955-2292 W	44213	47.69 Printing Paper
Q2	2021	Independent PCARD	HFO	AsurionWireless Insurance	866-6672535 TN	44215	-149 refund for cell phone replacement original purchase 11/6/2020
Q2	2021	Independent PCARD	HFO	FEDEX 98311450	MEMPHIS TN	44216	57.33 Agency deliveries
Q2	2021	Independent PCARD	HFO	PRSA	212-460-1400 NY	44217	260 Y. McCutchen Annual Membership
Q2	2021	Independent PCARD	HFO	NATIONAL INSTITUTE OF GOV	203-7368900	44217	190 K. Estep Annual Membership
Q2	2021	Independent PCARD	HFO	IN *PRECISION CAPITAL PAR202	4200224 C	44217	389.76 Water deliveries and equipment rental
Q2	2021	Independent PCARD	HFO	HOODSUTS INC	778-5889767 CA	44217	127.07 PR software annual renewal 1/15/21 - 1/14/22
Q2	2021	Independent PCARD	HFO	THE BUSINESS JOURNALS	866-853-3661 NC	44218	169.9 Y. McCutchen annual subscription
Q2	2021	Independent PCARD	HFO	COSTCO WHSE #1039	BRANDYWINKE MI	44219	60 Agency membership renewal
Q2	2021	Independent PCARD	HFO	APPLE.COM/US	800-676-2775 CA	44219	103.88 Fudge charge, confirmed with Apple not charging showing for this card other than charge complete for MacBook on 1/27/21 - spoke to Apple rep Omer
Q2	2021	Independent PCARD	HFO	CROW CANYON SYSTEMS IN	707-7465272	44222	2472 Contracts Management System FY21 annual renewal
Q2	2021	Independent PCARD	HFO	FEDEX 98486450	MEMPHIS TN	44223	13.3 Agency deliveries
Q2	2021	Independent PCARD	HFO	NCSHA	2026247710 DC	44223	125 Y. McCutchen - NCSHA Symposium 2/24/21
Q2	2021	Independent PCARD	HFO	PRSA	212-460-1400 NY	44223	15 S. Ortiz Annual Membership
Q2	2021	Independent PCARD	HFO	APPLE.COM/US	800-676-2775 CA	44223	330.50 MacBook Pro
Q2	2021	Independent PCARD	HFO	APPLE.COM/US	800-676-2775 CA	44223	390.37 Apple Care for MacBook Pro
Q2	2021	Independent PCARD	HFO	MSFT * E0500D588	800-642-7676 WA	44224	1166 Microsoft O365 Licenses
Q2	2021	Independent PCARD	HFO	ADOBE ID CREATIVE CLD	408-536-6000 C/	44224	22.25 HR InDesign
Q2	2021	Independent PCARD	HFO	EDIBLE ARRANGEMENTS	877-363-7848 G	44224	144.6 Get well gift M. Stanford
Q2	2021	Independent PCARD	HFO	GLOBAL PRINT MASTER	NORTHEAST WA	44225	378 Business Cards, J. Jack L548080102023
Q2	2021	Independent PCARD	HFO	BESTBUYCOM8064136483243	BCHFIELD	44225	184.12 office light
Q2	2021	Independent PCARD	HFO	APPLE.COM/BILL	866-712-7753 CA	44225	10.59 PR Cloud storage
Q2	2021	Independent PCARD	HFO	AMZN Mktp US*11J19RV3	Amzn.com/bill	44226	24.36 office supplies
Q2	2021	Independent PCARD	HFO	HEALTHAP INC	650-2689806 CA	44227	198 Wellness program
Q2	2021	Independent PCARD	HFO	IBACKUP.COM PRO SOFTNET	HTTP://WWW	44228	299.95 Cloud backup
Q2	2021	Independent PCARD	HFO	MBS LIVE MONTH	WWW.MBSLIVE.NH	44229	38.95 S. Clinton - MBS subscription
Q2	2021	Independent PCARD	HFO	DJ*WALL-ST-JOURNAL	800-568-7625 NJ	44229	123.99 C. Donald - WSI subscription
Q2	2021	Independent PCARD	HFO	JOBTARGET	860-440-0635 CT	44230	1155 Job postings
Q2	2021	Independent PCARD	HFO	NABL	312-648-9590 IL	44230	495 M. Hentrel - NABL Annual membership
Q2	2021	Independent PCARD	HFO	TENLEYTOWN TRASH	202-364-9694 DC	44231	364.7 Trash/recycle remove LSR46184052021
Q2	2021	Independent PCARD	HFO	JOBTARGET	8604400635 CT	44231	-150 Refund for part of job posting not completed
Q2	2021	Independent PCARD	HFO	NATIONAL CONTRACT MANAGE	800-844-8484	44231	160 K. Estep - Annual membership
Q2	2021	Independent PCARD	HFO	Amazon.com*EX917OM3	Amzn.com/bill	44231	10.73 office supplies
Q2	2021	Independent PCARD	HFO	NU*SHAREFILE	800-4413453 NC	44231	212 Right Signature
Q2	2021	Independent PCARD	HFO	AMAZON.COM*F81LGG0V3	AMZNAMZN,CT	44232	40.04 office supplies
Q2	2021	Independent PCARD	HFO	SP *JLAB AUDIO	JLABORBBAG.CTX	44232	49 Audio mic
Q2	2021	Independent PCARD	HFO	AMZN Mktp US*CVJ2H93	Amzn.com/bil	44232	49.79 office supplies
Q2	2021	Independent PCARD	HFO	IN *PRECISION CAPITAL PAR202	4200224 C	44232	377.65 Agency monthly Office Supplies
Q2	2021	Independent PCARD	HFO	NABL	312-648-9590 IL	44232	495 T. Parker - NABL annual membership
Q2	2021	Independent PCARD	HFO	NABL	312-648-9590 IL	44232	495 B. Jordan - NABL annual membership
Q2	2021	Independent PCARD	HFO	NABL	312-648-9590 IL	44232	295 J. Jackson - NABL annual membership
Q2	2021	Independent PCARD	HFO	COJUN OF DEVELOP FINANCE	614-705-1302	44233	825 T. Parker - Intro to Bond Finance - Online 2/24 - 2/25/21
Q2	2021	Independent PCARD	HFO	AMZN Mktp US*XD748C3	Amzn.com/bil	44234	27.98 office light
Q2	2021	Independent PCARD	HFO	NYTimes*NYTimes	800-698-4637 NY	44235	41.34 Y. McCutchen - Subscription
Q2	2021	Independent PCARD	HFO	AMZN Mktp US*9UBAD2133	Amzn.com/bil	44235	297.68 office supplies
Q2	2021	Independent PCARD	HFO	ADOBE PS CREATIVE CLD	408-536-6000 C/	44235	254.27 Photoshop Annual for PR
Q2	2021	Independent PCARD	HFO	LABORLAWCENTER, INC	714-754-1813 C.	44236	87.75 Labor Law Posters
Q2	2021	Independent PCARD	HFO	ColoComm, Inc	512-6060052 NY	44236	210 Y. McCutchen - Annual Membership
Q2	2021	Independent PCARD	HFO	NCSHA	2026247710 DC	44237	125 C. Smiley - NCSHA Symposium 2/24/21
Q2	2021	Independent PCARD	HFO	JOBTARGET	8604400635 CT	44239	894 Job postings
Q2	2021	Independent PCARD	HFO	IAPP	PORTSMOUTH NH	44244	100 B. Jordan - IAPP annual membership
Q2	2021	Independent PCARD	HFO	SIMPLYSTAMPS.COM	904-696-2291 FL	44244	33.2 Agency seal stamp
Q2	2021	Independent PCARD	HFO	YARDOMS	BUCHARST RO	44244	5 Conference Room scheduler
Q2	2021	Independent PCARD	HFO	NNA SERVICES LLC	800-876-8727 CA	44244	10 K. Brown - 180
Q2	2021	Independent PCARD	HFO	ECZATERS/MONEY BOXES	8004881803 A	44245	166.16 Get well gift
Q2	2021	Independent PCARD	HFO	EDIBLE ARRANGEMENTS	877-363-7848 G	44245	95.39 Get well gift
Q2	2021	Independent PCARD	HFO	EDIBLE ARRANGEMENTS	877-363-7848 G	44245	47.69 Get well gift
Q2	2021	Independent PCARD	HFO	AMZN Mktp US*05JAG0W13	Amzn.com/bil	44246	16.99 office supplies
Q2	2021	Independent PCARD	HFO	SO *AFRICAN AMERICAN	WILMINGTON DE	44249	75 I. Iimo - annual membership
Q2	2021	Independent PCARD	HFO	URBAN LAND INSTITUTE	800-3215011 DX	44249	240 I. Iimo - ULU annual Membership
Q2	2021	Independent PCARD	HFO	CHECKR, INC	CHECKR.COM	44251	43 Background Check
Q2	2021	Independent PCARD	HFO	Dollar Tree, Inc.	877-530-8733 VA	44251	75.42 employee gifts
Q2	2021	Independent PCARD	HFO	DJ*WALL-ST-JOURNAL	800-568-7625 NJ	44251	4.24 I. Iimo - WSI subscription trial
Q2	2021	Independent PCARD	HFO	ADOBE ID CREATIVE CLD	408-536-6000 C/	44255	22.25 HR InDesign
Q2	2021	Independent PCARD	HFO	IBACKUP.COM PRO SOFTNET	HTTP://WWW	44256	299.95 Cloud backup
Q2	2021	Independent PCARD	HFO	APPLE.COM/BILL	408-974-1010 CA	44256	10.59 PR Cloud storage
Q2	2021	Independent PCARD	HFO	NHC	202-4662121 DC	44256	300 Y. McCutchen & S. Ortiz - NHC Webinar 3/18/21
Q2	2021	Independent PCARD	HFO	Dollar Tree, Inc.	877-530-8733 VA	44256	25.44 employee gifts
Q2	2021	Independent PCARD	HFO	Microsoft msbill.info	msbill.info WA	44256	1166 Agency O365 licenses
Q2	2021	Independent PCARD	HFO	MBS LIVE MONTH	WWW.MBSLIVE.NH	44257	38.95 S. Clinton - monthly subscripion
Q2	2021	Independent PCARD	HFO	FEDEX 99398308	800-4633339 TN	44257	7.35 Agency Deliveries
Q2	2021	Independent PCARD	HFO	NU*SHAREFILE	800-4413453 NC	44258	212 Right Signature
Q2	2021	Independent PCARD	HFO	HEALTHAP INC	650-2689806 CA	44261	198 Agency Wellness app
Q2	2021	Independent PCARD	HFO	UBER TRIP	HELP.UBER.COM/CA	44263	52.59 Agency Uber
Q2	2021	Independent PCARD	HFO	NYTimes*NYTimes	800-698-4637 NY	44263	41.34 Y. McCutchen - monthly subscription
Q2	2021	Independent PCARD	HFO	NTE 586	WALDOOR MD	44264	480.3 Agency SUV Hire Replacements
Q2	2021	Independent PCARD	HFO	SALE ADJUSTMENT WILMINGTON	DE CRE	44264	1550 Refund for H. Hart 2020 SHRM Conference original purchase 2/24/2020
Q2	2021	Independent PCARD	HFO	PRSA	212-460-1400 NY	44267	450 Agency Awards submission
Q2	2021	Independent PCARD	HFO	Dropbox 9VMSW1R2Y626	141-58576933	44270	127.07 Dropbox Annual Subscription for B15 Project
Q2	2021	Independent PCARD	HFO	YAROOMS	BUCHARST RO	44272	5 Conference Room scheduler
Q2	2021	Independent PCARD	HFO	TENLEYTOWN TRASH	202-364-9694 DC	44272	364.7 Trash/Recycle LSR46184052021
Q2	2021	Independent PCARD	HFO	ADJUSTMENT-PURCHASES		44272	-103 Refund for Fraud in January - #36 Apple
Q2	2021	Independent PCARD	HFO	BP99314964CONVENTION CEN	WASHINGTONT	44280	73 SUV Gas
Q2	2021	Independent PCARD	HFO	B2B Prime*C77L9WA3	Amzn.com/billW	44280	179 Amazon Prime Membership Agency
Q2	2021	Independent PCARD	HFO	FEDEX 99851019	800-4633339 TN	44281	4.71 Agency Deliveries
Q2	2021	Independent PCARD	HFO	JOBTARGET	8604400635 CT	44281	1064.9 Job Postings
Q2	2021	Independent PCARD	HFO	ADOBE ID CREATIVE CLD	408-536-6000 C/	44283	22.25 HR InDesign
Q2	2021	Independent PCARD	HFO	Microsoft msbill.info	msbill.info WA	44286	1166 Microsoft O365 Subscription
Q2	2021	Independent PCARD	HFO	IBACKUP.COM PRO SOFTNET	HTTP://WWW	44287	299.95 Cloud Backup
Q2	2021	Independent PCARD	HFO	TENLEYTOWN TRASH	202-364-9694 DC	44289	364.7 Trash/Recycle pickup
Q2	2021	Independent PCARD	HFO	ENGINEERS OUTLET	WASHINGTON DC	44288	431.15 Building Supplies
Q2	2021	Independent PCARD	HFO	THE HOME DEPOT #2583	WASHINGTON	44292	77.95 Building Supplies
Q2	2021	Independent PCARD	HFO	MID-ATLANTIC SENIOR H.	BENKOW.COM I	44293	50 S. Ortiz - Conference 5/18/2021
Q2	2021	Independent PCARD	HFO	CALENDLY	HTTPSCALENDLYVA	44293	305.28 HR calendar platform
Q2	2021	Independent PCARD	HFO	ZOOM.US	888-799-9666 WWW.ZOOM.U	44293	2118.94 Annual subscription
Q2	2021	Independent PCARD	HFO	JOBTARGET	8604400635 CT	44294	-225 Refund for job posting
Q2	2021	Independent PCARD	HFO	NU*SHAREFILE	800-4413453 NC	44294	200 Right Signature
Q2	2021	Independent PCARD	HFO	UBER TRIP	HELP.UBER.COM/CA	44295	77.59 Agency Uber rides
Q2	2021	Independent PCARD	HFO	WEB*NETWORKSOLUTIONS	888-6429675	44295	42.99 agency domain renewal

Q3	2021	Independent PCARD	HFO	MBS LIVE MONTH	WWW.MBSLIVE.NN	44298	38.95	S. Clinton - monthly subscription	
Q3	2021	Independent PCARD	HFO	WASHINGTON EXPRESS	301-210-3500 M	44298	97.66	Agency deliveries	
Q3	2021	Independent PCARD	HFO	GLOBAL PRINT MASTER	NORTHEAST WA	44298	2189.5	Annual report printing L54808102023	
Q3	2021	Independent PCARD	HFO	SANIS CLUB RENEWAL	888-746-7228 NY	44298	100	Agency membership renewal	
Q3	2021	Independent PCARD	HFO	DNH*GODADDY.COM	https://www.ga	44298	482.73	agency domain renewal	
Q3	2021	Independent PCARD	HFO	MID-ATLANTIC SENIOR H	BISNOW.COM	44299	38.5	Y. McCutchen - Conference 5/18/2021	
Q3	2021	Independent PCARD	HFO	PAYPAL *CONGRESSHE	402-935-7733 Cj	44300	6000	PR Advertising	
Q3	2021	Independent PCARD	HFO	PAYPAL *ANTHONYWARE	402-935-7733	44300	100	Agency Magic Show	
Q3	2021	Independent PCARD	HFO	JOBTARGET	860-440-0635 CT	44300	-280.25	Refund for Job posting	
Q3	2021	Independent PCARD	HFO	NYTimes*NYTimes	800-698-4637 NY	44300	41.34	Y. McCutchen - subscription	
Q3	2021	Independent PCARD	HFO	IN *PRECISION CAPITAL	PAR202-4200224 C	44301	927.46	Office Supplies	
Q3	2021	Independent PCARD	HFO	AMAZON.COM*J6405DIK3	AMZNAMZN.CO	44302	65.71	Office Supplies	
Q3	2021	Independent PCARD	HFO	AMZN Mktp US*F37K54N3	Amzn.com/bill	44302	68.89	Water Bottle - T. Ramey	
Q3	2021	Independent PCARD	HFO	AMZN Mktp US*U23Q88B1	Amzn.com/bil	44302	66.99	Water Bottle - Y. McCutchen	
Q3	2021	Independent PCARD	HFO	DJ*WALL-ST-JOURNAL	800-568-7625 Mj	44302	4.24	l.imo - monthly subscription	
Q3	2021	Independent PCARD	HFO	AMZN Mktp US*ST79S9Q3	Amzn.com/bil	44302	64.99	Water Bottle - C. Donald	
Q3	2021	Independent PCARD	HFO	AMZN Mktp US*Q41YR6C3	Amzn.com/bil	44302	68.89	Water Bottle - K. Harris	
Q3	2021	Independent PCARD	HFO	AMZN Mktp US*1R2V58CP3	Amzn.com/bil	44302	71.01	Water Bottle - K. Estep	
Q3	2021	Independent PCARD	HFO	AMZN Mktp US*859K80UY3	Amzn.com/bil	44302	71.01	Water Bottle - H. Hart	
Q3	2021	Independent PCARD	HFO	AMZN Mktp US*4M3Z25H3	Amzn.com/bil	44302	68.89	Water Bottle - M. Thompson	
Q3	2021	Independent PCARD	HFO	AMZN Mktp US*LC2W25K1	Amzn.com/bil	44302	68.89	Water Bottle - S. Ortiz	
Q3	2021	Independent PCARD	HFO	EDIBLE ARRANGEMENTS	877-363-7848 G	44302	36.78	Employee gift E. Egberto	
Q3	2021	Independent PCARD	HFO	EDIBLE ARRANGEMENTS	877-363-7848 G	44302	36.78	Employee gift K. Estep	
Q3	2021	Independent PCARD	HFO	VANILLAGIFT.COM	833-210-0392 GA	44305	153.95	K. Cruz gift card	
Q3	2021	Independent PCARD	HFO	SOCIETYFORHUMANRESOURCE	800-28374	44305	1790	H. Hart - SHRM Conference - 9/9 - 9/12/2021	
Q3	2021	Independent PCARD	HFO	SANIS CLUB #6655	WALDORF MD	44305	15.58	Agency Writers	
Q3	2021	Independent PCARD	HFO	ICN	407-740-0700 FL	44308	495	K. Estep - Annual Membership	
Q3	2021	Independent PCARD	HFO	EDIBLE ARRANGEMENTS	877-363-7848 G	44308	57.28	C. Roberts Admin Professional Day	
Q3	2021	Independent PCARD	HFO	SALE ADJUSTMENT	WILMINGTON DE	44308	-1425	Refund for R. Dew - NDC training scheduled for April 2020. Original purchase date 2/21/2020	
Q3	2021	Independent PCARD	HFO	DJ*WALL-ST-JOURNAL	800-568-7625 Mj	44309	4.24	l.imo - monthly subscription	
Q3	2021	Independent PCARD	HFO	LANGUAGE LINE, INC.	800-7526096 CA	44310	23.7	Translation services	
Q3	2021	Independent PCARD	HFO	EDIBLE ARRANGEMENTS	877-363-7848 G	44310	62.96	K. Harris Admin Professional Day	
Q3	2021	Independent PCARD	HFO	Dropbox 9VMSW1R2Y626	141-58576933	44312	-112.45	Refund for previous Dropbox subscription	
Q3	2021	Independent PCARD	HFO	Dropbox*RH1D9K76FYFP	db.tt/czelpd	44312	477	Upgrade Agency Dropbox account 3 licenses	
Q3	2021	Independent PCARD	HFO	PROTECTION ONE ALARM	LAWRENCE MA	44313	1655.43	Agency quarterly Alarm system payment 5/1 - 7/31/21	
Q3	2021	Independent PCARD	HFO	MSFT * E050E1P6	800-642-7676 WA	44314	1166	Agency 0365 licenses	
Q3	2021	Independent PCARD	HFO	URBAN LAND RESTAURATE	800-321-5111 DK	44314	240	Cooper - Annual Membership Renewal	
Q3	2021	Independent PCARD	HFO	PETWORTH HARDWARE	WASHINGTON	44315	8.69	Building Supplies	
Q3	2021	Independent PCARD	HFO	PAYPAL *ANTHONYWARE	402-935-7733	44316	100	Final Payment Agency magician	
Q3	2021	Independent PCARD	HFO	IBACKUP.CO+D3.D52M	PRO SOFTNET HTTP	44317	299.95	Cloud Backup	
Q3	2021	Independent PCARD	HFO	APPLE.COM/US	800-676-2775 CA	44318	161.12	cell phone supplies	
Q3	2021	Independent PCARD	HFO	ASSOCIATION OF LOCAL	HOU 202-367-1197	44319	1196	C. Donald, Y. McCutchen, S. Ortiz, M. Stanford - NALHFA 2021 Conference - 5/12 - 5/14/2021	
Q3	2021	Independent PCARD	HFO	NYTimes*NYTimes	800-698-4637 NY	44319	41.34	Y. McCutchen monthly subscription	
Q3	2021	Independent PCARD	HFO	TENLEYTOWN TRASH	202-364-9694 DC	44320	346.7	Trash/Recycle	
Q3	2021	Independent PCARD	HFO	FEDEX 90803967	800-4633339 TN	44321	14.2	Agency deliveries	
Q3	2021	Independent PCARD	HFO	CREW NETWORK	785-8321808 KS	44321	150	R. Williams - CREW DC 2021 Dues	
Q3	2021	Independent PCARD	HFO	AMZN MKTP US*210D29Z0	AMAZON.CO	44322	8.63	Office Supplies	
Q3	2021	Independent PCARD	HFO	UBER TRIP	HELX-UBER-CANCA	44323	7.21	Agency Uber	
Q3	2021	Independent PCARD	HFO	ZOOM.US	888-799-9666	WWWW.ZOOM.U	44326	368.05	Agency Zoom account license upgrade
Q3	2021	Independent PCARD	HFO	NCSHA	2026247710 DC	44326	685	C. Donald - Executive Director Conference 7/18 - 7/21/21	
Q3	2021	Independent PCARD	HFO	MBS LIVE MONTH	WWW.MBSLIVE.NN	44328	38.95	S. Clinton - Monthly subscription	
Q3	2021	Independent PCARD	HFO	AMZN Mktp US*2L2E05E02	Amzn.com/bil	44328	58.91	Office Supplies	
Q3	2021	Independent PCARD	HFO	CLEAR TO GO!	HTTPS://CLEAR.TOGMI	44329	250	COVID Screening App	
Q3	2021	Independent PCARD	HFO	SINGLAR BROADCAST GROUP	141-58576933	44329	2200	NYLA Advertising	
Q3	2021	Independent PCARD	HFO	A JANITOR'S CLOSET	813-626-3030 FL	44329	316	Office Supplies	
Q3	2021	Independent PCARD	HFO	AMZN Mktp US*2L5SP7H00	Amzn.com/bil	44329	25.43	Office Supplies	
Q3	2021	Independent PCARD	HFO	APPLE.COM/US	800-676-2775 CA	44329	40.28	cell phone supplies	
Q3	2021	Independent PCARD	HFO	DROPBOX*XXXX32959M82	CREDIT	44329	-25.42	HR dropbox refund	
Q3	2021	Independent PCARD	HFO	FEDEX 91001278	800-4633339 TN	44330	50.34	Agency deliveries	
Q3	2021	Independent PCARD	HFO	AMZN Mktp US*2L2Y25L2	Amzn.com/bill	44330	18.0	Office Supplies	
Q3	2021	Independent PCARD	HFO	DC BAR	877-3332227 DC	44333	328.64	B. Jordan DC Bar Renewal Dues 2021-2022	
Q3	2021	Independent PCARD	HFO	DC BAR	877-3332227 DC	44333	328.64	M. Hentzel DC Bar Renewal Dues 2021-2022	
Q3	2021	Independent PCARD	HFO	LANGUAGE LINE, INC.	800-7526096 CA	44335	7.9	translation services	
Q3	2021	Independent PCARD	HFO	LANGUAGE LINE, INC.	800-7526096 CA	44335	7.9	translation services	
Q3	2021	Independent PCARD	HFO	ANDEAN CONSULTING	SOLUTIONS202-599845	44335	372	Translation Services for Homesaver closing	
Q3	2021	Independent PCARD	HFO	RVT*National Dev Council	513-657870 OH	44335	1425	R. Williams - NDC Class	
Q3	2021	Independent PCARD	HFO	AUTOZONE 3494	BRANDYWINE MD	44336	58.29	Vehicle Supplies	
Q3	2021	Independent PCARD	HFO	NCSHA	2026247710 DC	44336	1400	F. Earle, S. Vass, J. Cooper, C. Watson - NCSHA Credit Connect 6/21 - 6/24/21	
Q3	2021	Independent PCARD	HFO	ULINE *SHIP SUPPLIES	800-295-5510 WI	44336	63.9	shipping packages for HR	
Q3	2021	Independent PCARD	HFO	JOBTARGET	860-440-0635 CT	44337	537	Job Postings	
Q3	2021	Independent PCARD	HFO	JOBTARGET	860-440-0635 CT	44337	350	Job Postings	
Q3	2021	Independent PCARD	HFO	DJ*WALL-ST-JOURNAL	800-568-7625 Mj	44339	4.24	l.imo - monthly subscription	
Q3	2021	Independent PCARD	HFO	NU*SHAREFILE	800-4413453 NC	44340	224	Right Signature	
Q3	2021	Independent PCARD	HFO	HEALTHTAP ONE-TIME	650-288-9806 CA	44347	198	Health Tap - employee wellness	
Q3	2021	Independent PCARD	HFO	DMT *DELL SM BUS	ROUND ROCK TX	44348	317.9	Office Supplies	
Q3	2021	Independent PCARD	HFO	MSFT * E050E0R94	800-642-7676 WA	44350	1352.56	Agency 0365 Monthly Subscription - 4/27/2021 - 5/27/2021	
Q3	2021	Independent PCARD	HFO	FEDEX 914761590	800-4633339 TN	44350	348.24	agency delivery	
Q3	2021	Independent PCARD	HFO	4IMPRINT	877-4467746 WI	44351	1063.3	Branded PPE	
Q3	2021	Independent PCARD	HFO	NYTimes*NYTimes	800-698-4637 NY	44353	41.34	Y. McCutchen - monthly subscription	
Q3	2021	Independent PCARD	HFO	TENLEYTOWN TRASH	202-364-9694 DC	44354	364.7	Trash/recycle services	
Q3	2021	Independent PCARD	HFO	ENGINEERS OUTLET	WASHINGTON DC	44354	246.6	Building supplies	
Q3	2021	Independent PCARD	HFO	WASHINGTON EXPRESS	301-210-3500 M	44354	18.0	Agency deliveries	
Q3	2021	Independent PCARD	HFO	Amazon.com*2X7T05T0D	Amzn.com/bill	44354	450	Employee gift crds	
Q3	2021	Independent PCARD	HFO	SOLARWINDS	866-530-8100 TX	44354	124.15	IT DameWare support annual renewal	
Q3	2021	Independent PCARD	HFO	NATIONAL LEASED HOUSING	202-785-8888	44354	1300	Agency Annual membership NLHA	
Q3	2021	Independent PCARD	HFO	DNH*GODADDY.COM	480-5058855 AL	44354	249.99	UCC SSL Renewals	
Q3	2021	Independent PCARD	HFO	NCSHA 8002179201	WASHINGTON DC	44355	34.55	Agency for agency vehicle	
Q3	2021	Independent PCARD	HFO	AMZN Mktp US*2X6K32E1	Amzn.com/bil	44355	65.67	Office Supplies	
Q3	2021	Independent PCARD	HFO	HOUSINGWIRE	HTTPS://WWW.HOUST	44356	195	S. Ortiz - Housing Wire Engage Marketing Conference - 6/17/2021	
Q3	2021	Independent PCARD	HFO	HOUSINGWIRE	HTTPS://WWW.HOUST	44356	195	Y. McCutchen - Housing Wire Engage Marketing Conference - 6/17/2021	
Q3	2021	Independent PCARD	HFO	AMZN Mktp US*2XLS5AG2	Amzn.com/bil	44356	7.31	office supplies	
Q3	2021	Independent PCARD	HFO	CDW GOVT #F387538	800-808-4239 IL	44357	1359.2	Symantec Endpoint Protection renewal	
Q3	2021	Independent PCARD	HFO	NU*SHAREFILE	800-4413453 NC	44357	212	Right Signature monthly	
Q3	2021	Independent PCARD	HFO	LANGUAGE LINE, INC.	800-7526096 CA	44358	63.2	Agency translation services	
Q3	2021	Independent PCARD	HFO	AMZN Mktp US*2X2620GR2	Amzn.com/bil	44358	49.89	Office Supplies	
Q3	2021	Independent PCARD	HFO	AMZN Mktp US*2X7187R01	Amzn.com/bil	44358	92.96	Office Supplies	
Q3	2021	Independent PCARD	HFO	AMZN Mktp US*2X3G5M02	Amzn.com/bil	44358	39.9	Office Supplies	
Q3	2021	Independent PCARD	HFO	MBS LIVE MONTH	WWW.MBSLIVE.NN	44359	38.95	S. Clinton - monthly subscription	
Q3	2021	Independent PCARD	HFO	CLEAR TO GO!	HTTPS://CLEAR.TOGMI	44360	250	Agency COVID Screening system monthly subscription	
Q3	2021	Independent PCARD	HFO	FSP*WORRELL, INC.	203-393-1783 DC	44361	450	Agency Membership Renewal - NH & RA 8/1/2021 - 7/31/2022	
Q3	2021	Independent PCARD	HFO	SINGLAR BROADCAST GROUP	141-58576933	44361	4640	WILA advertising	
Q3	2021	Independent PCARD	HFO	IN *PRECISION CAPITAL	PAR202-4200224 C	44361	554.77	Office Supplies	
Q3	2021	Independent PCARD	HFO	AMZN Mktp US*2X1M5W9P0	Amzn.com/bil	44362	372	Translation services for HomeSaver closing	
Q3	2021	Independent PCARD	HFO	DJ*WALL-ST-JOURNAL	800-568-7625 Mj	44363	4.24	l.imo - monthly subscription	
Q3	2021	Independent PCARD	HFO	4IMPRINT	877-4467746 WI	44363	2186.56	Employee Merchandise	
Q3	2021	Independent PCARD	HFO	MICROSOFT#G00419356	MSBILLINFO	44366	14.3	Microsoft Azure monthly subscription	
Q3	2021	Independent PCARD	HFO	DJ*WALL-ST-JOURNAL	800-568-7625 Mj	44369	247.98	C. Christopher - Subscription 6/27/2021 - 11/10/2021	
Q3	2021	Independent PCARD	HFO	VANILLAGIFT.COM	833-210-0392 GA	44370	203.95	Employee Gift Card	
Q3	2021	Independent PCARD	HFO	AMZN Mktp US*2170Y1500	Amzn.com/bil	44370	27.90	Office Supplies	
Q3	2021	Independent PCARD	HFO	DJ*WALL-ST-JOURNAL	800-568-7625 Mj	44370	4.24	S. Hutner - monthly subscription	
Q3	2021	Independent PCARD	HFO	FEDEX 92023868	800-4633339 TN	44371	4.71	Agency delivery	
Q3	2021	Independent PCARD	HFO	WASHINGTON EXPRESS	301-210-3500 M	44372	146.99	Agency delivery	
Q3	2021	Independent PCARD	HFO	ACROBAT PRO SUBS	800-443-8158 CA	44372	216.11	Adobe Pro annual subscription June 24, 2021 - June 24, 2022	
Q3	2021	Independent PCARD	HFO	NYTimes*NYTimes	800-698-4637 NY	44375	41.34	Y. McCutchen - monthly subscription	
Q3	2021	Independent PCARD	HFO	NCSHA	202-624-7710 DC	44376	35	NCSHA Agency awards submission	
Q3	2021	Independent PCARD	HFO	NCSHA	202-624-7710 DC	44376	35	NCSHA Agency awards submission	
Q3	2021	Independent PCARD	HFO	U.S. OFFICE SOLUTIONS	202-5268767 DC	44377	59.87	Office Supplies	
Q3	2021	Independent PCARD	HFO	MSFT * E050F32K3	800-642-7676 WA	44378	1293.4	Agency Microsoft 0365 monthly subscription - 5/28/2021 - 6/27/2021	
Q3	2021	Independent PCARD	HFO	IBACKUP	855-819-9948 CA	44378	599.9	Cloud Backup storage - June & July 2021	
Q3	2021	Independent PCARD	HFO	HEALTHTAP ONE-TIME	650-288-9806 CA	44378	90	Employee healthtap	
Q4	2021	Independent	HFO	LANGUAGE LINE, INC.	800-7526096 CA	44379	47.4	Agency translation services	
Q4	2021	Independent	HFO	NU*SHAREFILE	800-4413453 NC	44379	212	Right Signature	
Q4	2021	Independent	HFO	SALE ADJUSTMENT	WILMINGTON DE	44378	-195	Refund from NABI J. McCutchen	
Q4	2021	Independent	HFO	GLOBAL PRINT MASTER	NORTHEAST WA	44383	950	Business cards L54808102023	
Q4	2021	Independent	HFO	ANDEAN CONSULTING	SOLUTIONS202-599845	44383	380	Homesaver closing translation services	
Q4	2021	Independent	HFO	FEDEX 92322551	800-4633339 TN	44384	9.27	Agency deliveries	
Q4	2021	Independent	HFO	AMZN Mktp US*293G09H1	Amzn.com/bill	44384	99.49	Office Supplies	
Q4	2021	Independent	HFO	AMZN Mktp US*295P47171	Amzn.com/bill	44384	16.99	employee Cell phone case	
Q4	2021	Independent	HFO	Amazon.com*2918V01M2	Amzn.com/bill	44384	75.95	Office supplies cart	
Q4	2021	Independent	HFO	AMZN Mktp US*2983W77H40	Amzn.com/bil	44384	538.85	Agency Air purifiers	
Q4	2021	Independent	HFO	AMZN Mktp US*2930U1R61	Amzn.com/bil	44384	538.85	Agency Air purifiers	
Q4	2021	Independent	HFO	AMZN Mktp US*2950Y8G1	Amzn.com/bil	44384	538.8		

Q4	2021	Independent	HFO	AMZN Mktp US*293878R1	Amzn.com/bill	44385	311.71	IT Office supplies
Q4	2021	Independent	HFO	APPLE.COM/US	800-676-2775 CA	44385	201.4	Cell phone charges
Q4	2021	Independent	HFO	UBER TRIP	HELP.UBER.COM/CA	44386	163.54	Agency Uber travel
Q4	2021	Independent	HFO	MBS LIVE MONTH	WWW.MBSLIVE.NH	44389	38.95	S. Clinton - Monthly subscription
Q4	2021	Independent	HFO	ENGINEERS OUTLET	WASHINGTON DC	44389	849.35	Building Supplies
Q4	2021	Independent	HFO	IN *PRECISION CAPITAL PAR202-4200224	C	44389	648.91	Office Supplies
Q4	2021	Independent	HFO	CLEAR TO GO!	HTTPSCLEARTOGO.MI	44390	250	COVID Screening system
Q4	2021	Independent	HFO	CHECKR, INC CHECKR.COM	HTTPSCHECKR.COM	44392	25	Agency Background check
Q4	2021	Independent	HFO	PROTECTION ONE ALARM	LAWRENCE #	44392	1663.81	Agency quarterly security system 8/1/21 - 10/31/21
Q4	2021	Independent	HFO	D J *WALL ST-JOURNAL	800-568-7625 MI	44392	4.24	S. Hutter monthly Subscription
Q4	2021	Independent	HFO	IN *PRECISION CAPITAL PAR202-4200224	C	44392	1345.85	Office furniture
Q4	2021	Independent	HFO	TENLEYTOWN TRASH	202-364-9694 DC	44393	382.7	Trash/Recycle monthly
Q4	2021	Independent	HFO	TRADE PRESS MEDIA GROU	414-228-7701	44393	125	M. Thompson - frnPrm Annual Membership 8/5/2021 - 8/4/2022
Q4	2021	Independent	HFO	DC *GOV'T PAYMENT	202-442-4423 DC	44393	130	DCBFC 2-year filing
Q4	2021	Independent	HFO	EDIBLE ARRANGEMENTS	877-363-7848 G	44393	168.67	FRALD reported to PNC 8/4/2021
Q4	2021	Independent	HFO	GLUCI E-COMMERCE	866-482-2400 NJ	44394	572.4	R. Williams departure gift
Q4	2021	Independent	HFO	AMZN Mktp US*2E6TOSZ22	Amzn.com/bil	44395	64.97	Office Supplies - Book only \$28.98, Keami to reimburse Agency \$35.99
Q4	2021	Independent	HFO	Amazon.com*2E4E8AB0	Amzn.com/billV	44395	59.99	Office Supplies
Q4	2021	Independent	HFO	AMZN Mktp US*2E30Z2EJ2	Amzn.com/billV	44397	24.9	Office Supplies
Q4	2021	Independent	HFO	AMZN Mktp US*2E3H2KXK1	Amzn.com/bil	44397	391.3	Office Supplies
Q4	2021	Independent	HFO	EG*CONSTANTCONTACT.COM	855-229554	44397	517	PR email contact platform
Q4	2021	Independent	HFO	Dropbox*KPX8JM3F3K49	db.it/cchp DE	44397	763.2	PR Dropbox Annual payment
Q4	2021	Independent	HFO	FEDEX 92679183	800-4633339 TN	44398	7.97	Agency deliveries
Q4	2021	Independent	HFO	RAGANCOMMUN	312-960-4319 IL	44398	425	Agency Award submission
Q4	2021	Independent	HFO	D J *WALL ST-JOURNAL	800-568-7625 MI	44400	4.24	S. Hutter monthly Subscription
Q4	2021	Independent	HFO	AMZN Mktp US*2E7H7H7F2	Amzn.com/bil	44402	35.57	Office Supplies
Q4	2021	Independent	HFO	NYTimes*NYTimes	800-698-4637 NY	44403	41.34	Y. McCutchen - Monthly Subscription
Q4	2021	Independent	HFO	ENGINEERS OUTLET	WASHINGTON DC	44405	177.17	Building Supplies
Q4	2021	Independent	HFO	OTIS ELEVATOR	561-618-4817 FL	44405	5672.09	Elevator repair and maintenance
Q4	2021	Independent	HFO	EDIBLE ARRANGEMENTS	877-363-7848 G	44405	113.38	Employee gift
Q4	2021	Independent	HFO	IN *PRECISION CAPITAL PAR202-4200224	C	44406	869.94	office furniture
Q4	2021	Independent	HFO	NATIONAL LEASED HOUSING	202-785-8888	44406	-1300	Refund for NCHA Membership duplicate payment
Q4	2021	Independent	HFO	HEALTHTAP ONE-TIME	650-268-9806 CA	44408	297	Agency wellness app
Q4	2021	Independent	HFO	WASHINGTON EXPRESS	07/09/2021		66.65	Agency deliveries
Q4	2021	Independent	HFO	4IMPRINT	07/13/2021		374.98	Agency branded hand sanitizer
Q4	2021	Independent	HFO	MICROSOFTFG004985456	07/19/2021		17.19	Azure monthly
Q4	2021	Independent	HFO	CHECKR, INC CHECKR.COM	07/27/2021		128	New Employee Background checks
Q4	2021	Independent	HFO	MSFT * E050FF34A		44409	1293.2	O365 Licenses monthly
Q4	2021	Independent	HFO	IBACKUP		44409	299.95	Cloud Backup
Q4	2021	Independent	HFO	IN *BRIAR PATCH SHREDD		44410	264	Secure Shredding
Q4	2021	Independent	HFO	TWP		44410	159	Y. McCutchen Annual Subscription Washington Post
Q4	2021	Independent	HFO	AMZN MKTP US		44410	1245	NCSHA Regs for LDavis CSmley TDarden
Q4	2021	Independent	HFO	TRUVOICE TELECOM INC		44410	21.19	HDMI cords
Q4	2021	Independent	HFO	SOUTHWEST		44410	39.95	Headset for employee
Q4	2021	Independent	HFO	WWW COSTCO COM		44411	455.96	C. Smiley - NCSHA Flight
Q4	2021	Independent	HFO	US BANK PREPAID CARDS		44411	161.96	Breakroom Supplies
Q4	2021	Independent	HFO	U.S. OFFICE SOLUTIONS		44411	4338.85	Employee Gift cards COVID incentive
Q4	2021	Independent	HFO	SOUTHWEST		44412	135.55	Office supplies
Q4	2021	Independent	HFO	IN *PRECISION CAPITAL		44412	455.96	NCSHA Conf 9/25 - 9/29/21 - L. Davis
Q4	2021	Independent	HFO	SOUTHWEST		44412	291.72	Office supplies
Q4	2021	Independent	HFO	NCSHA		44412	455.96	NCSHA Conf 9/25 - 9/29/21 - T. Darden
Q4	2021	Independent	HFO	SOUTHWEST		44412	415	NCSHA Regs - J. Holley-Grisham
Q4	2021	Independent	HFO	ICN		44414	325.96	NCSHA Conf 9/26 - 9/29 - J. Holley-Grisham
Q4	2021	Independent	HFO	HOUSING ASSOCIATION OF		44414	600	Agency ULI Membership renewal 10/1/21 - 9/30/22
Q4	2021	Independent	HFO	ICN		44414	1200	K. Estep - Cloud Contracting - 10/20 - 10/23/2021
Q4	2021	Independent	HFO	APPLE.COM/BILL		44415	1000	Agency HAND Membership renewal 8/5/2021 - 8/4/2022
Q4	2021	Independent	HFO	FEDERAL EXPRESS		44415	975	K. Estep - IT Contracting Boot Camp - 9/8 - 9/9/21
Q4	2021	Independent	HFO	AMZN MKTP US		44416	1.05	PR Cloud services
Q4	2021	Independent	HFO	UBER TRIP		44417	8.58	Agency deliveries
Q4	2021	Independent	HFO	ENGINEERING WORLD HEALTH		44417	86.57	Office supplies
Q4	2021	Independent	HFO	MDT RUSH DELIVERY LLC		44417	234.58	Agency Uber Rides
Q4	2021	Independent	HFO	PAYMENT RECEIVED - THANK YOU		44419	83	Building Supplies
Q4	2021	Independent	HFO	TENLEYTOWN TRASH		44419	90	Agency courier delive
Q4	2021	Independent	HFO	NU		44419	-586.92	Monthly trash and recycle
Q4	2021	Independent	HFO	NCSHA		44420	354.7	Monthly trash and recycle
Q4	2021	Independent	HFO	MORTGAGE BANKERS ASSOC		44420	212	Right Signature monthly
Q4	2021	Independent	HFO	DELTA		44420	830	NCSHA Regs for Y. McCutchen & S. Ortiz
Q4	2021	Independent	HFO	TIFFANY & CO		44420	1350	Agency Membership to MBA - 10/1/21 - 9/30/22
Q4	2021	Independent	HFO	MBS LIVE MONTH		44420	192.8	NCSHA Conf 9/26 - 9/29 - S. Ortiz
Q4	2021	Independent	HFO	DELTA		44421	212	Going away gift - K. Chalmers
Q4	2021	Independent	HFO	SOUTHWEST		44421	389.5	S. Clinton - Monthly subscription
Q4	2021	Independent	HFO	CLEAR TO GO!		44421	199.8	NCSHA Conf 9/26 - 9/29 - Y. McCutchen
Q4	2021	Independent	HFO	CROWD CANYON SYSTEMS IN		44423	683.96	K. Estep - Cloud Contracting - 10/20 - 10/23/2021
Q4	2021	Independent	HFO	BISNOW		44424	250	Agency COVID Screen software
Q4	2021	Independent	HFO	MARCOM AWARDS		44425	4.24	S. Hutter - monthly subscription
Q4	2021	Independent	HFO	NCSHA		44425	3091	Asset Management software 9/28/21 - 9/27/22
Q4	2021	Independent	HFO	1-800-FLOWERS.COM,INC.		44425	109	BISNOW 8/25/21 - C. Donald
Q4	2021	Independent	HFO	1-800-FLOWERS.COM,INC.		44425	218	BISNOW 8/25/21 - S. Ortiz & Y. McCutchen
Q4	2021	Independent	HFO	SOCIETYFORHUMANRESOURC		44425	110	Agency Awards
Q4	2021	Independent	HFO	MDT RUSH DELIVERY LLC		44426	415	NCSHA Reg. H. Hart
Q4	2021	Independent	HFO	ENGINEERS OUTLET		44426	70.19	Employee Gift - N. Nabors-Jackson
Q4	2021	Independent	HFO	AMZN MKTP US		44427	113.39	Employee Gift - N. Nabors-Jackson
Q4	2021	Independent	HFO	MICROSOFT G00S211004		44427	219	H. Hart Annual membership renewal 6/1/21 - 5/31/22
Q4	2021	Independent	HFO	IBORTARGET		44427	45	Courier pickup and de
Q4	2021	Independent	HFO	AMZN MKTP US		44427	317.4	Building Supplies
Q4	2021	Independent	HFO	AMZN MKTP US		44428	74.59	Office Supplies
Q4	2021	Independent	HFO	DJ		44431	14.15	Microsoft Azure storage
Q4	2021	Independent	HFO	NYTIMES		44431	1083.05	Job Postings
Q4	2021	Independent	HFO	BISNOW		44432	15.59	Office supplies
Q4	2021	Independent	HFO	EDIBLE ARRANGEMENTS		44433	29.99	Office supplies
Q4	2021	Independent	HFO	EDIBLE ARRANGEMENTS		44433	4.24	I. Imo - Monthly Subscription
Q4	2021	Independent	HFO	THE AEDC SCHOLARSHIP F		44433	41.34	Y. McCutchen - Monthly subscription
Q4	2021	Independent	HFO	NCSHA		44433	95.2	S. Hutter - Bisnow event 8.25.2021
Q4	2021	Independent	HFO	1-800-FLOWERS.COM,INC.		44433	98.89	Employee Gift A. Dixon
Q4	2021	Independent	HFO	DELTA		44435	95.39	Employee Gift L. Hensley
Q4	2021	Independent	HFO	AMERICAN AIRLINES		44435	2500	PR Sponsorship for AEDC
Q4	2021	Independent	HFO	MSFT * E0500FR1HQ		44436	415	NCSHA Regs for S. Clinton
Q4	2021	Independent	HFO	AMZN MKTP US		44437	129.86	Employee gift - M. Thompson
Q4	2021	Independent	HFO	SOUTHWEST	08/31/2021		96.4	NCSHA Conf 9/26 - 9/29 - S. Clinton
Q4	2021	Independent	HFO	SOUTHWEST	08/31/2021		103.4	NCSHA Conf 9/26 - 9/29 - S. Clinton
Q4	2021	Independent	HFO	SOUTHWEST	08/31/2021		1293.2	Microsoft O365 Licenses
Q4	2021	Independent	HFO	IBACKUP	09/01/2021		25.98	Office supplies
Q4	2021	Independent	HFO	FEDEX	09/01/2021		-388.99	Refund - C. Smiley Flight NCSHA Conference
Q4	2021	Independent	HFO	NU	09/02/2021		-388.99	Refund - L. Davis Flight NCSHA Conference
Q4	2021	Independent	HFO	SAMSCLUB.COM	09/03/2021		-202.99	Refund - J. Holley-Grisham Flight NCSHA Conference
Q4	2021	Independent	HFO	APPLE.COM/BILL	09/06/2021		-388.99	Refund - T. Darden NCSHA Conference
Q4	2021	Independent	HFO	AMZN MKTP US	09/07/2021		299.95	Cloud Backup
Q4	2021	Independent	HFO	CHECKR, INC CHECKR.COM	09/07/2021		32.9	Agency Deliveries
Q4	2021	Independent	HFO	AMZN MKTP US	09/07/2021		212	Right Signature monthly
Q4	2021	Independent	HFO	AMZN MKTP US	09/09/2021		156.34	Vending Machine supply
Q4	2021	Independent	HFO	UBER TRIP	09/09/2021		1.05	PR Cloud services
Q4	2021	Independent	HFO	AMZN MKTP US	09/09/2021		152.99	Office supplies
Q4	2021	Independent	HFO	IN *PRECISION CAPITAL	09/09/2021		47	background checks
Q4	2021	Independent	HFO	GLOBAL PRINT MASTER	09/10/2021		42.99	Office supplies
Q4	2021	Independent	HFO	LANGUAGE LINE, INC.	09/11/2021		42.97	Office supplies
Q4	2021	Independent	HFO	MBS LIVE MONTH	09/16/2021		124.07	Agency Uber rides
Q4	2021	Independent	HFO	CLEAR TO GO!	09/13/2021		40.3	Office supplies
Q4	2021	Independent	HFO	LANGUAGE LINE, INC.	09/14/2021		547.89	Office supplies
Q4	2021	Independent	HFO	DJ	09/15/2021		380	Business Cards - N. Ni LS48080102023
Q4	2021	Independent	HFO	DOORDASH*EDS BULLETIN	09/15/2021		31.6	Agency translation services
Q4	2021	Independent	HFO	NCSHA	09/15/2021		39.2	S. Clinton - monthly subscription
Q4	2021	Independent	HFO	NCSHA	09/15/2021		250	Agency COVID Screen software
Q4	2021	Independent	HFO	NCSHA	09/15/2021		11.85	Agency translation services
Q4	2021	Independent	HFO	ADEPT COMMUNICATIONS A	09/15/2021		4.24	S. Hutter - monthly subscription
Q4	2021	Independent	HFO	NCSHA	09/15/2021		208.21	HR Lunch for new hires
Q4	2021	Independent	HFO	MDT RUSH DELIVERY LLC	09/15/2021		-116	NCSHA Conf Refund - S. Clinton
Q4	2021	Independent	HFO	JOHNSON CONTROLS FIRE	09/16/2021		-116	NCSHA Conf Refund - Y. McCutchen
Q4	2021	Independent	HFO	JOHNSON CONTROLS FIRE	09/16/2021		-116	NCSHA Conf Refund - S. Ortiz
Q4	2021	Independent	HFO	AMZN MKTP US	09/16/2021		220	Drop installation in CEO office 301
Q4	2021	Independent	HFO	REPUBLIC SERVICES TRAS	09/17/2021		-116	NCSHA Conf Refund - J. Holley-Grisham
Q4	2021	Independent	HFO	NCSHA	09/17/2021		105	DCFA courier service
Q4	2021	Independent	HFO	NCSHA	09/17/2021		785.46	Fire extinguisher annual service
Q4	2021	Independent	HFO	NCSHA	09/17/2021		272.42	Fire extinguisher materials annual service
Q4	2021	Independent	HFO	NCSHA	09/17/2021		449.75	Webcams for offices
Q4	2021	Independent	HFO	NCSHA	09/17/2021		419.93	Trash_recycle pickup
Q4	2021	Independent	HFO	NCSHA	09/17/2021		-116	NCSHA Conf Refund - C. Smiley
Q4	2021	Independent	HFO	NCSHA	09/17/2021		-116	NCSHA Conf Refund - T. Darden
Q4	2021	Independent	HFO	NCSHA	09/17/2021		-116	NCSHA Conf Refund - L. Davis

Q4	2021	Independent	HFO	NYTIMES	09/20/2021	41.34	Y. McCutchen Subscription
Q4	2021	Independent	HFO	NCSHA	09/21/2021	375	NCSHA Conf 9/26 - 9/29 - C. Donald
Q4	2021	Independent	HFO	MDT RUSH DELIVERY LLC	09/21/2021	150	DCHA courier service L5D256813042024
Q4	2021	Independent	HFO	CSSSPORTS.COM	09/22/2021	149.99	Agency Fantasy Football registration
Q4	2021	Independent	HFO	NATIONAL PRESS CLUB OF	09/22/2021	816	Y. McCutchen - Annual Membership
Q4	2021	Independent	HFO	D J	09/23/2021	4.24	I. Imo - Monthly Subscription
Q4	2021	Independent	HFO	NCSHA	09/24/2021	-116	NCSHA Conf Refund - H. Hart
Q4	2021	Independent	HFO	IN "PRECISION CAPITAL	09/24/2021	1366.62	Office supplies L5D54050022023
Q4	2021	Independent	HFO	IN "BRIAR PATCH SHREDD	09/28/2021	132	Secure Shredding L5D44900022022
Q4	2021	Independent	HFO	GLOBAL PRINT MASTER	09/28/2021	60	PR brochure printing L548080102023
Q4	2021	Independent	HFO	SUNOCO 8002179201 QPS	09/28/2021	32	Gas agency Vehicles
Q4	2021	Independent	HFO	SUNOCO 8002179201 QPS	09/28/2021	68.01	Gas agency Vehicles
Q1	2022	Independent PCARD	5100-060	WWW.NOVOCCO.COM	10/01/2021	225	Novogradac Training - J. Holley-Grisham
Q1	2022	Independent PCARD	5100-060	WWW.NOVOCCO.COM	10/01/2021	200	Novogradac Training - L. Hartman
Q1	2022	Independent PCARD	5100-060	WWW.NOVOCCO.COM	10/01/2021	225	Novogradac Training - J. Lawrence
Q1	2022	Independent PCARD	5700-005	THE BUSINESS JOURNALS	10/01/2021	1400	PR Announcement
Q1	2022	Independent PCARD	5400-015	MSFT * E500G38BK	10/01/2021	1293.2	Agency O365 Licenses
Q1	2022	Independent PCARD	5400-015	IBACKUP	10/04/2021	299.95	Cloud Backup
Q1	2022	Independent PCARD	5800-050	TORY BURCH LLC	10/04/2021	390.08	Going away gift - L. Hensley
Q1	2022	Independent PCARD	5800-050	TIFFANY & CO	10/04/2021	259.7	Going away gift - L. Hensley
Q1	2022	Independent PCARD	5800-005	MDT RUSH DELIVERY LLC	10/04/2021	225	DCHA courier service L5D256813042024
Q1	2022	Independent PCARD	5400-015	NU	10/04/2021	212	Right Signature monthly
Q1	2022	Independent PCARD	5800-015	IN "PRECISION CAPITAL	10/06/2021	701.36	Office supplies L5D54050022023
Q1	2022	Independent PCARD	5400-015	APPLE.COM/BILL	10/07/2021	1.05	PR Cloud services
Q1	2022	Independent PCARD	5800-050	EZCATERDISTRICT RICO	10/07/2021	623.57	Lunch for All Hands Meeting
Q1	2022	Independent PCARD	5800-010	GLOBAL PRINT MASTER	10/07/2021	380	Business Cards - L. Ha L548080102023
Q1	2022	Independent PCARD	5800-060	CHECKR, INC CHECKR.COM	10/08/2021	35	background checks
Q1	2022	Independent PCARD	5800-005	MDT RUSH DELIVERY LLC	10/08/2021	45	DCHA courier service L5D256813042024
Q1	2022	Independent PCARD	5300-015	UBER TRIP	10/11/2021	210.81	Agency Uber Rides
Q1	2022	Independent PCARD	5800-035	MBS LIVE MONTH	10/13/2021	38.95	S. Clinton - monthly subscription
Q1	2022	Independent PCARD	5500-035	REPUBLIC SERVICES TRAS	10/13/2021	382.05	Trash ,recycle pickup
Q1	2022	Independent PCARD	5800-005	FEDEX	10/14/2021	4.91	Agency deliveries
Q1	2022	Independent PCARD	5400-015	CLEAR TO GO!	10/14/2021	250	Agency COVID Screen software
Q1	2022	Independent PCARD	5500-055	ADEPT COMMUNICATIONS A	10/14/2021	13954.5	Deposit for Cabling upgrade project
Q1	2022	Independent PCARD	5800-015	AMZN MKTP US	10/14/2021	35.99	Office supplies
Q1	2022	Independent PCARD	5800-015	AMZN MKTP US	10/14/2021	49.98	Office supplies
Q1	2022	Independent PCARD	5800-050	AMZN MKTP US	10/15/2021	215.99	Conferece speaker
Q1	2022	Independent PCARD	5800-050	GOURMETGIFTBASKETS.COM	10/15/2021	68.92	Employee Gift W. Milko
Q1	2022	Independent PCARD	5800-050	EDIBLE ARRANGEMENTS	10/15/2021	121.89	Employee gift - J. Cooper
Q1	2022	Independent PCARD	5800-035	D J	10/18/2021	4.24	S. Hutter - monthly subscription
Q1	2022	Independent PCARD	5500-045	PROTECTION ONE ALARM	10/18/2021	1663.81	Quarterly security service
Q1	2022	Independent PCARD	5700-010	BISNOW	10/18/2021	538	PR Announcements in BISNOW
Q1	2022	Independent PCARD	5800-050	AMZN MKTP US	10/18/2021	13.99	Business Cards - monthly masks
Q1	2022	Independent PCARD	5800-035	NYTIMES	10/19/2021	41.34	Y. McCutchen - Monthly subscription
Q1	2022	Independent PCARD	5500-055	EXQWIZIT GARAGE	10/19/2021	300	Parking garage emergency repair
Q1	2022	Independent PCARD	5800-005	FEDEX	10/21/2021	5.95	Agency deliveries
Q1	2022	Independent PCARD	5800-015	IN "PRECISION CAPITAL	10/25/2021	1156.79	Office supplies L5D54050022023
Q1	2022	Independent PCARD	5500-050	ENGINEERS OUTLET	10/25/2021	183.59	building supplies
Q1	2022	Independent PCARD	5800-035	D J	10/25/2021	4.24	I. Imo - Monthly Subscription
Q1	2022	Independent PCARD	5800-015	U.S. OFFICE SOLUTIONS	10/25/2021	207.23	Office supplies
Q1	2022	Independent PCARD	5300-020	SMITH RESEARCH GRADING	10/26/2021	800	Smiths Conf - Y. McCutchen & C. Donald
Q1	2022	Independent PCARD	5800-060	JOBTARGET	10/26/2021	1038	Job Postings
Q1	2022	Independent PCARD	5300-005	DELTA	10/26/2021	425.6	Smiths Conf - Y. McCutchen
Q1	2022	Independent PCARD	5800-030	ZONDA MEDIA	10/26/2021	1659	AHF Live - C. Donald & I. Imo
Q1	2022	Independent PCARD	5900-020	UBREAFIX.COM	10/27/2021	30	Cell phone screen repair deposit
Q1	2022	Independent PCARD	5300-005	SOUTHWEST	10/27/2021	210.99	AHF Live - C. Donald
Q1	2022	Independent PCARD	5300-005	SILVERADO RESORT	10/27/2021	2592.86	Smiths Conf - Y. McCutchen
Q1	2022	Independent PCARD	5300-005	SILVERADO RESORT	10/27/2021	276.35	Smiths Conf - C. Donald
Q1	2022	Independent PCARD	5300-005	UNITED AIRLINES	10/28/2021	121.4	Smiths Conf - C. Donald
Q1	2022	Independent PCARD	5300-005	UNITED AIRLINES	10/28/2021	498.6	Smiths Conf - C. Donald
Q1	2022	Independent PCARD	5300-005	UNITED AIRLINES	10/28/2021	118	Smiths Conf - C. Donald
Q1	2022	Independent PCARD	5300-005	UNITED AIRLINES	10/28/2021	136	Smiths Conf - C. Donald
Q1	2022	Independent PCARD	5800-050	EZCATERCAKESHINE	10/28/2021	142	Cupcakes C. Donald Birthday
Q1	2022	Independent PCARD	5300-020	NCSHA	10/28/2021	150	NCSHA Credit 101 - S. Ortiz
Q1	2022	Independent PCARD	5800-015	50 OTHERS MIGHT EAT/WE	11/01/2021	265	Treat for Hunger Registrations
Q1	2022	Independent PCARD	5800-015	WWW COSTCO.COM	11/01/2021	383	Breakroom Supplies
Q1	2022	Independent PCARD	5800-060	JOBTARGET	11/01/2021	250	Job Postings
Q1	2022	Independent PCARD	5800-015	WWW COSTCO.COM	11/01/2021	80.98	Breakroom Supplies
Q1	2022	Independent PCARD	5400-015	MSFT * E500GFS51	11/01/2021	1293.2	O365 Licenses monthly
Q1	2022	Independent PCARD	5400-015	IBACKUP	11/02/2021	299.95	Cloud Backup
Q1	2022	Independent PCARD	5400-015	CANVA * 03225-13414012	11/02/2021	159.4	PR Canva renewal
Q1	2022	Independent PCARD	5800-015	IN "PRECISION CAPITAL	11/02/2021	231.35	Office supplies L5D54050022023
Q1	2022	Independent PCARD	5800-027	SAMSClub.COM	11/03/2021	97.47	Vending Machine supply
Q1	2022	Independent PCARD	5500-045	PROTECTION ONE ALARM	11/03/2021	45	security battery
Q1	2022	Independent PCARD	5900-020	APPLE.COM/US	11/03/2021	30.74	cell phone accessories
Q1	2022	Independent PCARD	5900-020	APPLE.COM/US	11/03/2021	100.7	cell phone accessories
Q1	2022	Independent PCARD	5900-020	APPLE.COM/US	11/03/2021	60.42	cell phone accessories
Q1	2022	Independent PCARD	5500-050	ENGINEERS OUTLET	11/03/2021	242.29	Building Supplies
Q1	2022	Independent PCARD	5800-015	AMZN MKTP US	11/03/2021	278.34	Office supplies
Q1	2022	Independent PCARD	5400-015	NU	11/03/2021	212	Right Signature monthly
Q1	2022	Independent PCARD	5100-060	NCSHA	11/04/2021	600	NCSHA Credit 101 - MF Team
Q1	2022	Independent PCARD	5300-030	THE BUSINESS JOURNALS	11/04/2021	2000	Agency Webinars Office Annual Renewal
Q1	2022	Independent PCARD	5300-005	UNITED AIRLINES	11/05/2021	245.8	AHF Conf 11/15 - 11/17/21 - I. Imo
Q1	2022	Independent PCARD	5800-035	ARIZENT	11/05/2021	1478.7	Bond Buyer Subscription - Y. McCutchen
Q1	2022	Independent PCARD	5800-035	ARIZENT	11/05/2021	1478.7	Bond Buyer Subscription - C. Donald
Q1	2022	Independent PCARD	5800-015	E-800-FLOWERS.COM,INC.	11/08/2021	31.79	1800flowers Passport Program renewal
Q1	2022	Independent PCARD	5400-015	APPLE.COM/BILL	11/08/2021	1.05	PR Cloud services
Q1	2022	Independent PCARD	5800-060	CHECKR, INC CHECKR.COM	11/08/2021	35	background checks
Q1	2022	Independent PCARD	5800-005	MDT RUSH DELIVERY LLC	11/09/2021	45	DCHA courier service L5D256813042024
Q1	2022	Independent PCARD	5300-015	UBER TRIP	11/09/2021	180.86	Agency Uber Rides
Q1	2022	Independent PCARD	5800-050	THE CAKE ROOM	11/11/2021	79.86	B. Jordan baby shower gift
Q1	2022	Independent PCARD	5800-050	CVS/PHARMACY #06419	11/11/2021	33.69	B. Jordan baby shower gift
Q1	2022	Independent PCARD	5800-035	LAUREL P. AZA	11/12/2021	57.79	B. Jordan baby shower lunch
Q1	2022	Independent PCARD	5800-035	MBS LIVE MONTH	11/15/2021	38.95	S. Clinton - monthly subscription
Q1	2022	Independent PCARD	5400-015	CLEAR TO GO!	11/15/2021	250	Agency COVID Screen software
Q1	2022	Independent PCARD	5800-035	D J	11/16/2021	4.24	S. Hutter - monthly subscription
Q1	2022	Independent PCARD	5800-035	NYTIMES	11/16/2021	41.34	Y. McCutchen - Monthly subscription
Q1	2022	Independent PCARD	5800-035	REPUBLIC SERVICES TRAS	11/16/2021	382.05	Trash ,recycle pickup
Q1	2022	Independent PCARD	5700-010	ZIPPYREG.COM/RACEREG	11/16/2021	59.21	Treat for Hunger Registrations
Q1	2022	Independent PCARD	5100-060	MORTGAGE BANKERS ASSOC	11/16/2021	6900	MBA MF Training S. Hutter - 1/10/22 - 6/30/22
Q1	2022	Independent PCARD	5800-055	EDIBLE ARRANGEMENTS	11/16/2021	89.48	Employee Gift - L. Johnson
Q1	2022	Independent PCARD	5800-050	EDIBLE ARRANGEMENTS	11/16/2021	89.48	Employee Gift - Z. Shukri
Q1	2022	Independent PCARD	5800-055	PRSA	11/17/2021	250	S. Ortiz - Annual Membership 2/2022 - 1/2023
Q1	2022	Independent PCARD	5800-035	IN "APARTMENT & OFFICE	11/17/2021	1090	Agency annual membership 12/1/2021 - 12/1/2022
Q1	2022	Independent PCARD	5500-050	ENGINEERS OUTLET	11/17/2021	47.25	Building Supplies
Q1	2022	Independent PCARD	5500-050	ENGINEERS OUTLET	11/17/2021	111.54	Building Supplies
Q1	2022	Independent PCARD	5200-005	ANDEAN CONSULTING SOLU	11/18/2021	268	HHF Closing Translation Svcs
Q1	2022	Independent PCARD	5500-050	TRACTOR SUPPLY #2380	11/18/2021	120.79	supplies for Atrium drain project
Q1	2022	Independent PCARD	5300-005	HYATT REGENCY CHICAGO	11/19/2021	584.6	AHF Conf 11/15 - 11/17/21 - I. Imo
Q1	2022	Independent PCARD	5300-005	HYATT REGENCY CHICAGO	11/19/2021	676.5	AHFConf - C. Donald - 11/14 - 11/17/21
Q1	2022	Independent PCARD	5500-030	SUNOCO 8002179201 QPS	11/19/2021	46	SUV Gas
Q1	2022	Independent PCARD	5800-050	TST* HENRY'S CAFE	11/19/2021	439.73	Agency holiday pies L5299913082022
Q1	2022	Independent PCARD	5800-050	TST* NOTHING BUNDT CAK	11/19/2021	980.5	Agency holiday cakes
Q1	2022	Independent PCARD	5800-099	IN "BRIAR PATCH SHREDD	11/22/2021	264	Secure Shredding L5D16911112024
Q1	2022	Independent PCARD	5300-005	SILVERADO RESORT	11/22/2021	2040.15	Smiths Conf - Y. McCutchen - refund 11/17 - 11/19
Q1	2022	Independent PCARD	5300-005	SILVERADO RESORT	11/22/2021	276.35	Smiths Conf - C. Donald - 11/17 - 11/19/21
Q1	2022	Independent PCARD	5400-030	AMAZON.COM/*K97WF7N33	11/22/2021	209.97	Webcams for offices
Q1	2022	Independent PCARD	5800-035	D J	11/22/2021	123.99	C. Donald quarterly subscription
Q1	2022	Independent PCARD	5500-015	OMNI ELEVATOR INSPECTI	11/23/2021	500	Elevator inspection
Q1	2022	Independent PCARD	5800-015	HMIRPRINT	11/23/2021	662.27	Agency laptop bags
Q1	2022	Independent PCARD	5800-035	D J	11/24/2021	4.24	I. Imo - Monthly Subscription
Q1	2022	Independent PCARD	5700-015	ATLAS PERFORMING ARTS	11/24/2021	1503.25	Agency Tickets Step Afrika Holiday Show 12/18/21
Q1	2022	Independent PCARD	5100-060	MORTGAGE BANKERS ASSOC	11/24/2021	6900	I. Imo MF Training - 1/2022 - 6/2022
Q1	2022	Independent PCARD	5500-050	CARROT-TOP INDUSTRIES	11/26/2021	288.25	Agency building flags - partial payment
Q1	2022	Independent PCARD	5200-005	ANDEAN CONSULTING SOLU	11/26/2021	137.02	HHF document translation services
Q1	2022	Independent PCARD	5400-015	MICROSOFT*365	11/29/2021	634.33	Refund for change in O365 license subscriptions
Q1	2022	Independent PCARD	5800-015	LATE PAYMENT CHARGE	11/30/2021	313.36	Late fee
Q1	2022	Independent PCARD	5800-015	AMZN MKTP US*004AV5JV3	12/01/2021	222.87	Office supplies
Q1	2022	Independent PCARD	5700-010	MARCOM AWARDS	12/01/2021	230	PR Awards
Q1	2022	Independent PCARD	5400-010	WPY*GTT COMMUNICATIONS	12/01/2021	208.47	backup internet services
Q1	2022	Independent PCARD	5700-005	GLOBAL PRINT MASTER	12/01/2021	160	PR print advertising fc L548080102023
Q1	2022	Independent PCARD	5400-015	IBACKUP	12/02/2021	299.95	Cloud Backup
Q1	2022	Independent PCARD	5800-005	FEDEX 96177362	12/02/2021	8.5	Agency deliveries
Q1	2022	Independent PCARD	5800-015	AMZN MKTP US*#964N7V03	12/02/2021	14.25	Office supplies
Q1	2022	Independent PCARD	5800-015	AMZN MKTP US*507HVES43	12/02/2021	65.91	Office supplies
Q1	2022	Independent PCARD	5100-060	PRSA NCC	12/02/2021	35	Y. McCutchen - PRSA training 12/9/2021
Q1	2022	Independent PCARD	5800-055	PRSA	12/02/2021	260	Y. McCutchen - PRSA annual membership
Q1	2022	Independent PCARD	5800-099	IN "BRIAR PATCH SHREDD	12/02/2021	982	Secure Shredding L5D16911112024

Q1	2022	Independent PCARD	5100-060	PRSA NCC	12/03/2021	35	S. Ortiz - PRSA Training 12/9/2021
Q1	2022	Independent PCARD	5800-015	IN *PRECISION CAPITAL	12/03/2021	877.13	Office supplies LSD54050022023
Q1	2022	Independent PCARD	5400-015	NU*SHAREFILE	12/03/2021	212	Right Signature monthly
Q1	2022	Independent PCARD	5800-055	ASSOC FOR FINANCIAL PR	12/03/2021	495	H. Jones - AFP Annual membership
Q1	2022	Independent PCARD	5100-060	NABL	12/06/2021	195	J. Jackson - NABL Ethics Training - 12/9/2021
Q1	2022	Independent PCARD	5400-015	APPLE.COM/BILL	12/07/2021	1.05	PR Cloud services
Q1	2022	Independent PCARD	5500-035	REPUBLIC SERVICES TRAS	12/07/2021	382.05	Trash recycle pickup
Q1	2022	Independent PCARD	5400-010	WPY*GTT COMMUNICATIONS	12/07/2021	208.47	backup internet services
Q1	2022	Independent PCARD	5800-015	IN *PRECISION CAPITAL	12/07/2021	2059	Office furniture LSD54050022023
Q1	2022	Independent PCARD	5800-055	NNA SERVICES LLC	12/07/2021	30	K. Brown - Annual NNA E&O
Q1	2022	Independent PCARD	5800-015	U.S. OFFICE SOLUTIONS	12/08/2021	338.9	Office supplies
Q1	2022	Independent PCARD	5800-027	SAMSClub.COM	12/08/2021	117.61	Vending Machine supply
Q1	2022	Independent PCARD	5500-050	ULINE	12/08/2021	197.72	Building Supplies
Q1	2022	Independent PCARD	5800-015	AMAZON.COM*V798P6H23	12/08/2021	38.71	Breakroom Supplies
Q1	2022	Independent PCARD	5800-050	TARGET.COM	12/08/2021	12.72	Employee Christmas gifts
Q1	2022	Independent PCARD	5800-050	TARGET.COM	12/08/2021	50.88	Employee Christmas gifts
Q1	2022	Independent PCARD	5800-015	RUBBER STAMP WAREHOUSE	12/08/2021	49.26	Office supplies
Q1	2022	Independent PCARD	5800-015	AMZN MKTP US	12/09/2021	46	Breakroom Supplies
Q1	2022	Independent PCARD	5300-015	UBER TRIP	12/09/2021	622.7	Agency Uber Rides
Q1	2022	Independent PCARD	5800-050	SNAPPY	12/10/2021	5790	Employee Christmas gifts
Q1	2022	Independent PCARD	5800-050	TIFFANY & CO	12/10/2021	291.5	Going away gift - E. Egbeto
Q1	2022	Independent PCARD	5800-015	THESTAMPMAKER	12/10/2021	106.5	Office supplies
Q1	2022	Independent PCARD	5400-015	DROPBIX*VW78YT2DZNE1	12/10/2021	60.55	Droptix license addition
Q1	2022	Independent PCARD	5800-040	HI *WINECENTRYGIFTBSKT	12/13/2021	410.55	BOD Holiday gifts
Q1	2022	Independent PCARD	5800-035	MBS LIVE MONTH	12/13/2021	38.95	S. Clinton - monthly subscription
Q1	2022	Independent PCARD	5800-050	BK MILLER MEATS & LIQU	12/13/2021	71.87	Holiday Party Gifts
Q1	2022	Independent PCARD	5800-060	JOBTARGET	12/13/2021	1599	Job Postings
Q1	2022	Independent PCARD	5800-035	NYTIMES	12/14/2021	41.34	Y. McCutchen - Monthly subscription
Q1	2022	Independent PCARD	5800-050	SAFEWAY 1443	12/14/2021	239.85	Holiday Party Gifts
Q1	2022	Independent PCARD	5400-015	CLEAR TO GO!	12/14/2021	250	Agency COVID Screen software
Q1	2022	Independent PCARD	5800-050	GIANT 0342	12/14/2021	164.85	Holiday Party Gifts
Q1	2022	Independent PCARD	5400-015	DNM*GODADDY.COM	12/14/2021	60.34	Domain Renewals
Q1	2022	Independent PCARD	5800-050	4IMPRINT	12/14/2021	386.41	Turkey Trot sweatshirts
Q1	2022	Independent PCARD	5800-055	DC CHAPTER OF NIGP	12/15/2021	35	K. Estep - Annual Membership
Q1	2022	Independent PCARD	5400-015	APPLE.COM/BILL	12/15/2021	2.4	PR Cloud services
Q1	2022	Independent PCARD	5800-050	EZCATERCHARLEYS PHILL	12/16/2021	461.2	Holiday party catering
Q1	2022	Independent PCARD	5800-050	EZCATERPOPEYES	12/16/2021	378.83	Holiday party catering
Q1	2022	Independent PCARD	5800-050	EZCATERSPRINKLES	12/16/2021	313.63	Holiday party catering
Q1	2022	Independent PCARD	5800-050	PIZZA DORO	12/16/2021	116.76	Holiday party catering
Q1	2022	Independent PCARD	5100-060	HOLMESCORPO	12/17/2021	1591.06	M. Thompson - PRFM Certification
Q1	2022	Independent PCARD	5800-035	DJ	12/20/2021	4.24	S. Hutter - monthly subscription
Q1	2022	Independent PCARD	5800-005	MDT RUSH DELIVERY LLC	12/20/2021	45	DCHFA courier service LSD256813042024
Q1	2022	Independent PCARD	5800-060	JOBTARGET	12/21/2021	750	Job Postings refund
Q1	2022	Independent PCARD	5800-060	JOBTARGET	12/21/2021	944	Job Postings
Q1	2022	Independent PCARD	5800-035	ISSUU	12/22/2021	508.8	PR subscription publications
Q1	2022	Independent PCARD	5800-035	DJ	12/24/2021	4.24	I. Imo - Monthly Subscription
Q1	2022	Independent PCARD	5700-015	ATLAS PERFORMING ARTS	12/28/2021	-1503.25	Refund for Atlas tickets
Q1	2022	Independent PCARD	5800-015	CARROT-TOP INDUSTRIES	12/30/2021	381	Agency Flags

TAB 6

Agency	Contract#	Contract Title	Description of the contract/project	Original date contact was awarded. (MM/DD/YYYY) This date should be the same for each option year of the contract.	Contract Start Date	Contract End Date	Full contract award amount. Must be full contract amount. IDIG and NTEs must be the full ceiling value of the contract, not payments/task orders/modifications made towards the contract. Can list contract amount either as a total or as separate line items for base year and option years. Do not include purchase orders, task orders, or modifications in this data set.	NIGP Code	NIGP Description	Funding Source (local/capital funds)	Contract type (open market, sole source, etc.)	Vendor/Supplier Name	Business Owner's Gender	Business Owner's Race	Vendor's Address	Vendor's City	Vendor's State	Vendor's Zipcode
DCHA-2019		Agency Audit Services	Auditing Services	11/1/2017	11/1/2017	#####	\$377,988	9462000	Auditing	local	Open market	CohnKrenek LLP	unknown	unknown	500 East Pk	Baltimore	MD	21202
DCHA-21-003		Financial Management software hosting - Emphays	Financial Management System Hosting Services	11/2/2017	11/2/2017	#####	\$143,400	9305000	Application/Infrastructure, Hosting and Cloud C	local	Open market	Emphays Software	unknown	unknown	9075 NW 7	Miami	FL	33178
DCHA-17-002		Cleaning Services	Cleaning Services	11/4/2017	11/4/2017	#####	\$442,979	9300000	Building Maintenance, installation and repair	local	Open market	Rock Solid District Group, LLC	Female	African Am	4025 Connc	Washington	DC	20036
DCHA-21-002		Residential Title Services - DC MAP 2 - COVID 19	Residential Title Services	11/6/2020	11/6/2020	11/6/2022	\$25,000	9464000	Escrow and Title Services	local	Open market	Answer Title & Escrow, LLC	Female	African Am	60 M Street	Washington	DC	20001
DCHA-18-003		Insurance Brokerage Services	Insurance Broker	11/27/2017	11/27/2017	#####	\$1,175,000	9386000	Insurance Consulting	local	Open market	Insurance Solutions Associates, Inc.	Female	African Am	1818 New	Washington	DC	20002
N/A		Financial Management Software - Emphays	Financial Management System	12/1/2017	12/1/2017	#####	\$1,201,038	9308000	Data processing, computer and software in	local	Open market	Emphays Software	unknown	unknown	9075 NW 7	Miami	FL	33178
DCHA-18-005		VoIP Telephone Services & Support	Voip Telephone System	12/1/2017	12/1/2017	12/1/2022	\$46,759	9584000	Telecommunications Systems	local	Open market	ACCN, Inc.	Male	unknown	1814 Rose	Jefferson	MD	21755
N/A		Water Treatment Services	Water Treatment Services	3/1/2009	3/1/2009	3/1/2022	\$15,516	1755488	Water System supplies, purification	local	Open market	Boland	unknown	unknown	30 West W	Cashers	MD	20878
N/A		Contracts Management Database	Contract Management Database	2/19/2020	2/19/2020	2/19/2022	\$5,555	2083700	Database Software	local	Open market	Crow Canyon Systems, Inc.	unknown	unknown	565 Lor	Bermita	CA	94510
N/A		Secure Shredding	Secure Shredding	2/23/2018	2/23/2018	2/23/2022	\$5,000	9827200	Document Shredding Services	local	Open market	Blair Patch Shredding & Recycling	unknown	unknown	2535 West	Washington	DC	20019
DCHA-19-011		Elevator Maintenance & Services	Elevator Maintenance & Service	3/27/2019	3/27/2019	3/1/2024	\$18,000	9311000	Elevator installation, Maintenance and Repla	local	Open market	Otis Elevator	unknown	unknown	6000 Prince	Crofton	MD	20716
DCHA-19-006		Residential Title Services - REMIT	Residential Title Services	3/8/2019	3/8/2019	3/8/2022	\$50,000	9464000	Escrow and Title Services	local	Open market	Kass Legal Group	unknown	unknown	4301 Connc	Washington	DC	20008
DCHA-19-009		Copy Editor Services	Copy Editor Services	3/15/2019	3/15/2019	3/15/2021	\$14,995	9352700	Editorial Services	local	Open market	MTB Enterprises d/Ba Brandire	unknown	unknown	3636 16th	Washington	DC	20010
DCHA-18-010.04		IT&I Information Technology Consulting, Equip., Technical Support & Management Svc	Information Technology Consulting Services	2/23/2018	2/23/2018	3/25/2022	\$0	9389000	Strategic Technology Planning and Consulting	local	Open market	Centricity Technology Partners	Female	African Am	621 Quaker	Washington	DC	20011
DCHA-19-012		Financial Advisory Services	Financial Advisory Services	3/27/2019	3/27/2019	3/26/2022	\$0	9464800	Financial Advisor	local	Open market	Came Mitter & Associates, Inc.	unknown	unknown	225 West 5	New York	NY	10001
DCHA-19-013		Financial Advisory Services	Financial Advisory	3/27/2019	3/27/2019	3/26/2022	\$0	9464800	Financial Advisor	local	Open market	CSG Advisors	unknown	unknown	One Post St	San Francisco	CA	94104
N/A		Office Document Storage	Office Document Storage	5/1/2019	5/1/2019	4/30/2022	\$8,400	9802800	Document Recovery Services	local	Open market	Metropolitan Archives LLC	unknown	unknown	2220 Beav	Lundon	MD	20786
DCHA-18-006		HVAC & Building Maintenance Services	HVAC & Building Maintenance Services	12/7/2017	12/7/2017	6/1/2022	\$86,000	9415500	HVAC Systems Maintenance & Repair	local	Open market	American Air Mechanical Services (AAMS)	unknown	unknown	1445 Mich	Hanover	MD	21076
DCHA-18-017		Investment Brokerage Services	Investment Broker Services	6/4/2018	6/4/2018	6/4/2022	\$0	9465000	Investment Management Services	local	Open market	Raymond James & Associates Inc.	unknown	unknown	751 East B	Richmond	VA	23219
N/A		Photography Services	Photography Services	6/14/2016	6/14/2016	6/15/2022	\$30,000	9352700	Photography	local	Open market	Spielmann Studio	unknown	unknown	1426 Beaul	Vienna	VA	22218
DCHA-20-006		Redevelopment Consulting, PM, & Relocation Consulting Services	Real Estate Advisory Services	3/13/2020	3/13/2020	6/30/2022	\$830,000	9389000	Real Estate/Land Consulting	local	Open market	Jones Lang LaSalle Americas, Inc. - JLI	unknown	unknown	2020 K Str	Washington	DC	20006
N/A		Postage Meter Lease	Postage Meter Lease	7/25/2017	7/25/2017	7/25/2022	\$29,318	9855400	Mailing Equipment including Postage meter /	local	Open market	Pinney Bowes	unknown	unknown	1113 N Ash	Cockeane	WA	99201
DCHA-21-009		Pest Control Services	Pest Control Services	7/26/2021	7/26/2021	7/26/2023	\$5,000	9305900	Pest Control	local	Open market	GNT Group LLC	unknown	unknown	1503 9th St	Washington	DC	20001
N/A		Res Subscriber Edition	Res Market Coverage Subscriber Edition	9/10/2018	9/10/2018	9/9/2022	\$26,700	9563500	Internet Database Subscriptions	local	Open market	Rees Services LLC c/o Moody's	unknown	unknown	7 Woodr	New York	NY	10007
DCHA-17-001		Website Hosting, Maintenance & Support	Website Management and Hosting	9/20/2017	9/20/2017	9/30/2022	\$58,200	9355143	Hosting Services, Website	local	Open market	Simple Group	unknown	unknown	5901 K Str	Washington	DC	20006
N/A		Emergency Notification System	Emergency Notification System	9/4/2019	9/4/2019	9/30/2022	\$9,804	2988900	Threat Alert Software	local	Open market	AlertMedia	unknown	unknown	301 South	Austin	TX	78746
DCHA-18-010.04 - Task Order #007		Payroll & HRIS System	HRIS & Payroll Software System	10/1/2018	10/1/2018	9/30/2022	\$60,000	9464000	Accounting and billing services (including Pay	local	Open market	Paylocity Corporation	unknown	unknown	3850 N Wili	Arlington	IL	60004
DCHA-18-010.04 - Task Order #007		Microsoft Cloud Migration (365 & Training)	Microsoft 365 Migration & Support	7/1/2020	7/1/2020	9/30/2022	\$818,740	9563572	Subscriptions, software licensing, cloud base	local	Open market	Centricity Technology Partners	unknown	unknown	621 Quaker	Washington	DC	20011
DCHA-21-004		Snow/ice Removal & Preatreatment Services	Snow/Ice Preatreatment & Removal Service	10/14/2020	10/14/2020	#####	\$15,000	9687210	Snow Removal Services	local	Open market	Charlemagne Construction Company	unknown	unknown	2160 Minne	Washington	DC	20020
N/A		Board Attorney	DCHA Board Attorney	7/15/2013	7/15/2013	9/30/2022	\$486,000	9854900	Legal Services, Attorneys	local	Open market	Goldblatt Martin Pozner LLP	unknown	unknown	1432 K Str	Washington	DC	20005
N/A		Student Loan Paydown & Education Contribution Program	Student Loan Paydown & Education Contribution Plan Administrator	10/3/2018	10/3/2018	10/3/2022	\$1,500	unknown	unknown	local	Open market	Graddl In.	unknown	unknown	699 Boylste	Boston	MA	21116
DCHA-17-004		Parking Valet & Management Services	Parking Valet & Management Services	11/1/2017	11/1/2017	#####	\$0	9587200	Parking Management Services	local	Open market	U-Street Parking, Inc.	unknown	unknown	50 Rhode S	Washington	DC	20002
DCHA-20-007		Single Family Master Loan Service	Single Family Master Loan Service	6/21/2020	6/21/2020	6/30/2023	\$0	9305000	Application/Infrastructure, Hosting and Cloud C	local	Open market	Lubliner Loan Servicing LLC	unknown	unknown	2003 More	Chantilly	VA	28103
DCHA-18-016		Single Family Software Suite - Emphays	Single Family Software Suite	8/20/2018	8/20/2018	8/20/2023	\$386,490	9200500	Application/Infrastructure, Hosting and Cloud C	local	Open market	Emphays Software	unknown	unknown	9075 NW 7	Miami	FL	33178
N/A		Corporate Credit Card Program	Corporate Credit Card	5/1/2021	5/1/2021	5/15/2024	\$0	9465000	Credit Card Services	local	Open market	JP Morgan Chase	unknown	unknown	375 15th St	Washington	DC	20005
N/A		Hardest HIT Fund System - CounselorDirect	Single Family HMF software license and maintenance agreement	12/31/2020	12/31/2020	#####	\$130,000	9563572	Subscriptions, software licensing, cloud base	local	Open market	CounselorDirect (Homeowner Toolbox)	unknown	unknown	540 Wald	Irvine	CA	92618
1803203		Managed Print Program - Canon Copiers	Managed print program-maintenance & supplies Canon Copiers and local printers	6/22/2021	6/22/2021	6/22/2023	\$206,914	2037200	Printer Services maintenance and supplies	local	Open market	Metropolitan Office Products w. Ameriten	Male	African Am	310 Barnes	Washington	DC	20032
DCHA-22-001		Multifamily Project Accountant	Strategic and operations consulting	10/22/2021	10/22/2021	#####	\$43,200	9380400	Accounting/Auditing/Budget Consulting	local	Open market	Clarendon Partners	unknown	unknown	1220 N Fil	Arlington	VA	22201

EMPLOYEE NAME	POSITION	PROGRAM/DEPARTMENT	ANNUAL SALARY	BONUS
THOMPSON, MARCUS	FACILITIES MANAGER	OFFICE OF EXECUTIVE DIRECTOR	\$ 103,170	\$ 10,317
GHAZIZADEH, SOHEILA	CONSTRUCTION ENGINEER	PORTFOLIO AND ASSET MANAGEMENT	\$ 104,124	\$ 10,412
SHUKRI, ZEIN	OPERATIONS MANGAER	SINGLE FAMILY PROGRAMS	\$ 107,000	\$ 10,700
YILMAZ, BIROL	SR. CONSTRUCTION MANAGER	PORTFOLIO AND ASSET MANAGEMENT	\$ 112,000	\$ 11,200
WATSON, CLARENCE	SR. ASSET MANAGER	PORTFOLIO AND ASSET MANAGEMENT	\$ 117,298	\$ 11,730
BOWERS, JAMES-CURTIS	IT DIRECTOR	OFFICE OF EXECUTIVE DIRECTOR	\$ 119,149	\$ 11,915
LIU, RONG	ACCOUNTING MANAGER	OFFICE OF FINANCIAL MANAGEMENT	\$ 120,000	\$ 12,000
HARTMAN, LINDA	MULTIFAMILY LOAN UNDERWRITER	MULTIFAMILY LENDING	\$ 125,000	\$ 12,500
JACKSON, JASMINE	ASSISTANT GENERAL COUNSEL	OFFICE OF GENERAL COUNSEL	\$ 127,500	\$ 12,750
PLEASANT, MATTHEW	DIRECTOR, PORTFOLIO OPERATIONS	OFFICE OF FINANCIAL MANAGEMENT	\$ 129,650	\$ 12,965
ESTEP, KEAMI	DIRECTOR, PROCUREMENT AND COROPORATE RESOURCES	OFFICE OF EXECUTIVE DIRECTOR	\$ 130,000	\$ 19,500
VASS, SIDNEY	DIRECTOR, PORTFOLIO AND ASSET MANAGEMENT	PORTFOLIO AND ASSET MANAGEMENT	\$ 135,000	\$ 20,250
MATIELLA, CHARLES	SR. ADMINISTRATOR, 365	OFFICE OF EXECUTIVE DIRECTOR	\$ 135,500	\$ 13,550
JONES, HENRY	DIRECTOR, TREASURY OPERATIONS	OFFICE OF FINANCIAL MANAGEMENT	\$ 137,700	\$ 20,655
HUTTER, SCOTT	DEPUTY DIRECTOR, MULTIFAMILY LENDING	MULTIFAMILY LENDING	\$ 140,000	\$ 14,000
RAMEY, THURSTON	DIRECTOR, PROJECT MANAGEMENT	OFFICE OF EXECUTIVE DIRECTOR	\$ 133,000	\$ 13,300
JORDAN, BRITTNEY	ASSISTANT GENERAL COUNSEL	OFFICE OF GENERAL COUNSEL	\$ 140,675	\$ 21,101
HART, HEATHER	VICE PRESIDENT, HUMAN RESOURCES	OFFICE OF EXECUTIVE DIRECTOR	\$ 150,000	\$ 15,000
MCCUTCHEEN, YOLANDA	VICE PRESIDENT, PUBLIC RELATIONS	OFFICE OF EXECUTIVE DIRECTOR	\$ 150,000	\$ 15,000
PARKER, TRACY	DEPUTY GENERAL COUNSEL	OFFICE OF GENERAL COUNSEL	\$ 170,000	\$ 17,000
IMO, IKEGOU	SENIOR VICE PRESIDENT, MULTIFAMILY LENDING AND NEIGHBORHOOD INVESTMENTS	MULTIFAMILY LENDING	\$ 180,000	\$ 27,000
COOPER, JEFFERY	SENIOR VICE PRESIDENT, PORTFOLIO AND ASSET MANAGEMENT	PORTFOLIO AND ASSET MANAGEMENT	\$ 187,000	\$ 28,050
NABORS-JACKSON, NIKOL	CHIEF OF STAFF	OFFICE OF EXECUTIVE DIRECTOR	\$ 200,000	\$ 20,000
CLINTON, STEPHEN	CHIEF FINANCIAL OFFICER	OFFICE OF FINANCIAL MANAGEMENT	\$ 204,867	\$ 30,730
HENTREL, MICHAEL	GENERAL COUNSEL	OFFICE OF GENERAL COUNSEL	\$ 211,976	\$ 21,198
DONALD, CHRISTOPHER	EXECUTIVE DIRECTOR, CEO	OFFICE OF EXECUTIVE DIRECTOR	\$ 284,400	\$ 28,440

TAB 8

OVERTIME EARNERS

EMPLOYEE	POSITON TITLE	PROGRAM/ DEPT	SALARY	OVERTIME TOTAL
SMILEY, CONSUELA*	SR LOAN PROCESSOR	SINGLE FAMILY PROGRAMS	\$38.94/hr	\$15,936
DARDEN, TANISHA*	SR LOAN PROCESSOR	SINGLE FAMILY PROGRAMS	\$36.30/hr	\$10,392
DIXON, ADRIANA	ACCOUNTING ASSISTANT	OFFICE OF FINANCIAL MANAGEMENT	\$36.05/hr	\$2,547
JOHNSON, LILLIAN	RECORDS ADMINISTRATOR	OFFICE OF GENERAL COUNSEL	\$38.80/hr	\$1,114
HARRIS, KAREN	EXEUCTIVE ASSISTANT	OFFICE OF EXECUTIVE DIRECTOR	\$42.79/hr	\$628.99

EMPLOYEE NAME	TYPE	BONUS
BOWERS, JAMES-CURTIS	Performance	\$ 11,915
BROWN, KELLEY	Performance	\$ 7,965
CLINTON, STEPHEN	Performance	\$ 30,730
COOPER, JEFERY	Performance	\$ 28,050
DARDEN, TANISHA	Performance	\$ 7,550
DAVIS, LISA	Performance	\$ 6,092
DIXON, ADRIANA	Performance	\$ 7,500
DONALD, CHRISTOPHER	Performance	\$ 28,440
EARLE, FREDERICKA	Performance	\$ 12,750
ESTEP, KEAMI	Performance	\$ 19,500
GHAZIZADEH, SOHEILA	Performance	\$ 10,412
GIZAW, SOHEILA	Performance	\$ 14,475
HARRIS, KAREN	Performance	\$ 13,350
HART, HEATHER	Performance	\$ 15,000
HENTREL, MICHAEL	Performance	\$ 21,198
IMO, IKEOGU	Performance	\$ 27,000
JACKSON, JASMINE	Performance	\$ 12,750
JOHNSON, LILIAN	Performance	\$ 12,107
JONES, HENRY	Performance	\$ 20,655
JORDAN, BRITTNEY	Performance	\$ 21,101
LANGELUTTIG, JACQUELINE	Performance	\$ 8,670
MCCUTCHEN, YOLANDA	Performance	\$ 15,000
MILKO, WILLIAM	Performance	\$ 9,900
ORTIZ, SUSAN	Performance	\$ 7,200
PARKER, TRACY	Performance	\$ 17,000
PLEASANT, MATTHEW	Performance	\$ 12,965
RAMEY, THURSTON	Performance	\$ 13,300
ROBERTS, CHERYL	Performance	\$ 4,202
SHUKRI, ZEIN	Performance	\$ 10,700
SMILEY, CONSUELA	Performance	\$ 8,100
THOMPSON, MARCUS	Performance	\$ 10,317
VASS, SIDNEY	Performance	\$ 20,250
WATSON, CLARENCE	Performance	\$ 11,730
WRIGHT, TRACY	Performance	\$ 9,130
YILMAZ, BIROL	Performance	\$ 11,200

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS
April 13, 2021
5:30 pm**

Join Zoom Meeting

<https://dchfa.zoom.us/j/84199900488?pwd=cnpPVWlZbkVYamcrV05xMXoyeWEzZz09>

Meeting ID: 841 9990 0488

Passcode: 858737

One tap mobile

+13017158592,,84199900488# US (Washington DC)

+13126266799,,84199900488# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

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+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 841 9990 0488

Find your local number: <https://dchfa.zoom.us/u/kDT6KWViW>

AGENDA

- I. Call to order and verification of quorum.
- II. Vote to approve minutes from the March 23, 2021 board meeting.
- III. Vote to close meeting to discuss **Liberty Place Supplemental, Delta Towers Supplemental, Capitol Vista Supplemental, and 1530 First Street SW.**

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Liberty Place Supplemental, Delta Towers Supplemental, Capital Vista Supplemental, and 1530 First Street SW.** An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- IV. Re-open meeting.
- V. Consideration of DCHFA Supplemental Eligibility Resolution No. 2021-04 for Capitol Vista.
- VI. Consideration of DCHFA Supplemental Eligibility Resolution No. 2021-05 for Delta Towers.

- VII. Consideration of DCHFA Supplemental Eligibility Resolution No. 2021-06 Liberty Place.
- VIII. Consideration of DCHFA Eligibility Resolution No. 2021-07 for 1530 First Street SW.
- IX. Other Business.
- X. Executive Director's Report
- XI. Adjournment.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS
April 27, 2021
5:30 pm**

Join Zoom Meeting

<https://dchfa.zoom.us/j/81419533344?pwd=UUJ0Ykc5UWJWNUw4d01acG54VHpqdz09>

Meeting ID: 814 1953 3344

Passcode: 996891

One tap mobile

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Meeting ID: 814 1953 3344

Find your local number: <https://dchfa.zoom.us/u/keerezPyFZ>

AGENDA

- I. Call to order and verification of quorum.
- II. Vote to approve minutes from the April 13, 2021 board meeting.
- III. Vote to close meeting to discuss **The Clara on MLK and V Street**.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **The Clara on MLK and V Street**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- IV. Re-open meeting.
- V. Consideration of DCHFA Eligibility Resolution No. 2021-08 for The Clara at MLK.
- VI. Consideration of DCHFA Resolution No. 2021-02 (G) for a Second Extension of a McKinney Act Loan for V Street.
- VII. Other Business.

VIII. Executive Director's Report.

IX. Adjournment.

DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS
August 24, 2021
5:30 pm

Join Zoom Meeting

<https://dchfa.zoom.us/j/83586580064?pwd=YnoxSGdoeXEzVkrNNUUo3cGkrWnBFQT09>

Meeting ID: 835 8658 0064

Passcode: 701905

One tap mobile

+13126266799,,83586580064# US (Chicago)

+19292056099,,83586580064# US (New York)

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Meeting ID: 835 8658 0064

Find your local number: <https://dchfa.zoom.us/j/83586580064?pwd=YnoxSGdoeXEzVkrNNUUo3cGkrWnBFQT09>

AGENDA

- I. Call to order and verification of quorum.
- II. Vote to approve minutes from the July 27, 2021 board meeting.
- III. Vote to close meeting to discuss Hill East and 1530 First Street SW.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Hill East and 1530 First Street SW**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- IV. Re-open meeting.
- V. Consideration of DCHFA Final Bond Resolution No. 2021-12 for Hill East.
- VI. Credit Review and Update: 1530 First Street SW.
- VII. Discussion: Year-to-Date Financial Review.

VIII. Discussion: Risk Share Portfolio Snapshot.

IX. Other Business.

X. Executive Director's Report.

XI. Adjournment.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
EMERGENCY SPECIAL MEETING OF THE BOARD OF
DIRECTORS**

August 27, 2021

12:00 pm

Join Zoom Meeting

<https://dchfa.zoom.us/j/86334526480?pwd=azd3eTZlWmNhTWdXbXNYUDlsSVY2Zz09>

Meeting ID: 863 3452 6480

Passcode: 149828

One tap mobile

+13017158592,,86334526480# US (Washington DC)

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 863 3452 6480

Find your local number: <https://dchfa.zoom.us/j/86334526480?pwd=azd3eTZlWmNhTWdXbXNYUDlsSVY2Zz09>

AGENDA

- I. Call to order and verification of quorum.
- II. Vote to close meeting to discuss an MOU with DMPED for River East at Grandview.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **an MOU with DMPED for River East at Grandview**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- III. Re-open meeting.
- IV. Consideration of DCHFA Resolution No. 2021-03(G) for an MOU with DMPED for River East at Grandview.
- V. Other Business.

VI. Adjournment.

DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
SPECIAL MEETING OF THE BOARD OF DIRECTORS
December 8, 2021
12:00 pm

Join Zoom Meeting

<https://dchfa.zoom.us/j/83853820914?pwd=T0p6TWphcEcyc05VT2N1MzNJejBldz09>

Meeting ID: 838 5382 0914

Passcode: 662205

One tap mobile

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+1 669 900 6833 US (San Jose)

Meeting ID: 838 5382 0914

Find your local number: <https://dchfa.zoom.us/j/83853820914?pwd=T0p6TWphcEcyc05VT2N1MzNJejBldz09>

AGENDA

- I. Call to order and verification of quorum.
- II. Vote to close meeting to discuss Kenilworth 166.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Kenilworth 166**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- III. Re-open meeting.
- IV. Consideration of DCHFA Final Bond Resolution No. 2021-21 for Kenilworth 166.
- V. Other Business.
- VI. Executive Director's Report.
- VII. Adjournment.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
SPECIAL MEETING OF THE BOARD OF DIRECTORS
December 17, 2021
12:00 pm**

Join Zoom Meeting

<https://dchfa.zoom.us/j/86812544969?pwd=MU9kdCtCQ3JiTmhVMC96dU0vVXcwZz09>

Meeting ID: 868 1254 4969

Passcode: 741439

One tap mobile

+13126266799,,86812544969# US (Chicago)

+19292056099,,86812544969# US (New York)

Dial by your location

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+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 868 1254 4969

Find your local number: <https://dchfa.zoom.us/j/ker8lUsycE>

AGENDA

- I. Call to order and verification of quorum.
- II. Vote to approve the minutes from the November 30, 2021 Board meeting.
- III. Vote to close meeting to discuss **Kenilworth 166** and **Hanover Courts/Tivoli Garden**.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Kenilworth 166** and **Hanover Courts/Tivoli Garden**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- IV. Re-open meeting.
- V. Consideration of DCHFA Final Bond Resolution No. 2021-23 for Kenilworth 166.

VI. Consideration for DCHFA Final Bond Resolution No. 2021-21 for Hanover Courts/Tivoli Garden.

VII. Vote to close meeting to discuss **Cascade Park**.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Cascade Park**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

VIII. Re-open meeting.

IX. Consideration for DCHFA Final Bond Resolution No. 2021-22 for Cascade Park.

X. Vote to close meeting to discuss **Parcel 42**.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Parcel 42**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

XI. Re-open meeting.

XII. Consideration for DCHFA Eligibility Resolution No. 2021-24 for Parcel 42.

XIII. Other Business.

XIV. Executive Director's Report.

XV. Adjournment.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
SPECIAL MEETING OF THE BOARD OF DIRECTORS
January 7, 2021
5:30 pm**

Join Zoom Meeting

<https://dchfa.zoom.us/j/89558892929?pwd=bWRab2dvaGIXRHNCaGtOclZJZ2xRUT09>

Meeting ID: 895 5889 2929

Passcode: 933253

One tap mobile

+13017158592,,89558892929# US (Washington D.C)

+19292056099,,89558892929# US (New York)

Dial by your location

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+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 895 5889 2929

Find your local number: <https://dchfa.zoom.us/u/kdBn6hYjD4>

AGENDA

- I. Call to order and verification of quorum.
- II. Vote to close the meeting to discuss **2442 MLK Apartments**.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **2442 MLK Apartments**, because an open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- III. Re-open meeting.
- IV. Consideration of DCHFA Final Bond Resolution No. 2021-01 for 2442 MLK Apartments.
- V. Vote to close meeting to discuss an Agency Personnel Matter.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss the appointment, employment, assignment, promotion,

performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials because an open meeting would adversely affect personnel matters related to the Agency. (D.C. Code §2-575(b)(10)).

- VI. Re-open Meeting.
- VII. Consideration of DCHFA Resolution 2021-01 (G) Consideration of the Designation of Acting Executive Director/CEO Christopher E. Donald.
- VIII. Other Business.
- IX. Interim Executive Director's Report.
- X. Adjournment.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
ANNUAL MEETING OF THE BOARD OF DIRECTORS
January 11, 2022
5:30 pm**

Join Zoom Meeting

<https://dchfa.zoom.us/j/89479023243?pwd=NENwNzBvN1RLV3YxcFIFRWNxTWhyZz09>

Meeting ID: 894 7902 3243

Passcode: 342619

One tap mobile

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+19292056099,,89479023243# US (New York)

Dial by your location

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+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 894 7902 3243

Find your local number: <https://dchfa.zoom.us/u/kciEclWNR>

AGENDA

- I. Call to order and verification of quorum.
- II. DCHFA Annual Meeting and Elections.
- III. Vote to close meeting to discuss a **Contract Extension for Temporary Multifamily Accounting Services**.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating a **Contract Extension for Temporary Multifamily Accounting Services**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- IV. Re-open meeting.
- V. Consideration of DCHFA Resolution No. 2022-01(G) for the Approval of a Contract Extension for Temporary Multifamily Account Services for the Agency's Finance Department.

VI. Vote to close meeting to discuss **Delta Towers and Capitol Vista**.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Delta Towers and Capitol Vista**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

VII. Re-open meeting.

VIII. Consideration of DCHFA Final Bond Resolution No. 2022-01 for Delta Towers and Capitol Vista.

IX. Other Business.

X. Executive Director's Report

XI. Adjournment.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
SPECIAL MEETING OF THE BOARD OF DIRECTORS
January 15, 2021
1:00 pm**

Join Zoom Meeting

<https://dchfa.zoom.us/j/82561594798?pwd=Zk9CRWNYckt5ZIRqS1F6RG11RWRhZz09>

Meeting ID: 825 6159 4798

Passcode: 690509

One tap mobile

+13017158592,,82561594798# US (Washington D.C)

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Meeting ID: 825 6159 4798

Find your local number: <https://dchfa.zoom.us/j/82561594798?pwd=Zk9CRWNYckt5ZIRqS1F6RG11RWRhZz09>

AGENDA

- I. Call to order and verification of quorum.
- II. Presentation: CohnReznick Audit of DCHFA.
- III. Other Business.
- IV. Adjournment.

DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS
January 25, 2022
5:30 pm

Join Zoom Meeting

<https://dchfa.zoom.us/j/86334855619?pwd=WUZUeCtOSFpteGJqU0RnMk5ucFArZz09>

Meeting ID: 863 3485 5619

Passcode: 621296

One tap mobile

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+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 863 3485 5619

Find your local number: <https://dchfa.zoom.us/j/86334855619?pwd=WUZUeCtOSFpteGJqU0RnMk5ucFArZz09>

AGENDA

- I. Call to order and verification of quorum.
- II. Vote to approve the minutes from the December 17, 2021 and January 11, 2022 Board meeting.
- III. Vote to close meeting to train and develop members of the Agency's Board of Directors and staff and to discuss an Agency personnel matter.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to train and develop members of the Agency's Board of Directors and staff. (D.C. Code §2-575(b)(12)).

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss the appointment, employment, assignment, promotion, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees,

employees, or officials. An open meeting would adversely affect the personnel matters related to the Agency. (D.C. Code §2-405(b)(10)).

- IV. Re-open meeting.
- V. Other Business.
- VI. Executive Director's Report.
- VII. Adjournment.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
ANNUAL MEETING OF THE BOARD OF DIRECTORS
January 26, 2021
5:30 pm**

Join Zoom Meeting

<https://dchfa.zoom.us/j/82751805675?pwd=aTc1YVQ1aUpOUFVvMUtnOHVabEZNZz09>

Meeting ID: 827 5180 5675

Passcode: 909271

One tap mobile

+13017158592,,82751805675# US (Washington D.C)

+19292056099,,82751805675# US (New York)

Dial by your location

+1 301 715 8592 US (Washington D.C)

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+1 312 626 6799 US (Chicago)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 827 5180 5675

Find your local number: <https://dchfa.zoom.us/j/82751805675?pwd=aTc1YVQ1aUpOUFVvMUtnOHVabEZNZz09>

AGENDA

- I. Call to order and verification of quorum.
- II. Vote to approve minutes from the November 10, 2020; November 24, 2020; December 2, 2020; December 8, 2020; and January 7, 2021 board meetings.
- III. Vote to close meeting to discuss **Hill East**.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Hill East**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- IV. Re-open meeting.
- V. Consideration of DCHFA Eligibility Resolution No. 2021-02 for Hill East.
- VI. DCHFA Annual Meeting and Elections.
- VII. Other Business.

VIII. Acting Executive Director's Report

IX. Adjournment.

DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS
July 13, 2021
5:30 pm

Join Zoom Meeting

<https://dchfa.zoom.us/j/87207954466?pwd=QytCRUR1cGtBMHcvRUV5aGk0TXBzUT09>

Meeting ID: 872 0795 4466

Passcode: 387571

One tap mobile

+13017158592,,87207954466# US (Washington DC)

+13126266799,,87207954466# US (Chicago)

Dial by your location

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+1 312 626 6799 US (Chicago)

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+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 872 0795 4466

Find your local number: <https://dchfa.zoom.us/j/87207954466?pwd=QytCRUR1cGtBMHcvRUV5aGk0TXBzUT09>

AGENDA

- I. Call to order and verification of quorum.
- II. Vote to approve minutes from the June 8, 2021 board meeting.
- III. Vote to close meeting to discuss Liberty Place – Additional Bonds.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Liberty Place – Additional Bonds**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- IV. Re-open meeting.
- V. Consideration of DCHFA Final Bond Resolution No. 2021-10 for Liberty Place – Additional Bonds.
- VI. Other Business.

VII. Executive Director's Report.

VIII. Adjournment.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
SPECIAL MEETING OF THE BOARD OF DIRECTORS
October 26, 2021
5:30 pm**

Join Zoom Meeting

<https://dchfa.zoom.us/j/82639759611?pwd=YWZwV1hlSzEzaFJNRjIEN3BFcTJ4UT09>

Meeting ID: 826 3975 9611

Passcode: 056544

One tap mobile

+13017158592,,82639759611# US (Washington DC)

+19292056099,,82639759611# US (New York)

Dial by your location

+1 301 715 8592 US (Washington DC)

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 826 3975 9611

Find your local number: <https://dchfa.zoom.us/u/kzVfZz1AO>

AGENDA

I. Call to order and verification of quorum.

II. Vote to close meeting.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to train and develop members of the Agency's Board of Directors because an open meeting would adversely affect the training and development of the Agency. (D.C. Code §2-575(b)(12)).

III. Re-open meeting.

IV. Other Business.

V. Executive Director's Report.

VI. Adjournment.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS
June 8, 2021
5:30 pm**

Join Zoom Meeting

<https://dchfa.zoom.us/j/83182774553?pwd=bGlHamYvdjRvWlJ4Tm1QekFQZmlnZz09>

Meeting ID: 831 8277 4553

Passcode: 681606

One tap mobile

+13017158592,,83182774553# US (Washington DC)

+19292056099,,83182774553# US (New York)

Dial by your location

+1 301 715 8592 US (Washington DC)

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+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 831 8277 4553

Find your local number: <https://dchfa.zoom.us/j/83182774553?pwd=bGlHamYvdjRvWlJ4Tm1QekFQZmlnZz09>

AGENDA

- I. Call to order and verification of quorum.
- II. Vote to approve minutes from the May 11, 2021 board meeting.
- III. Product Overview – Permanent Supportive Housing.
- IV. Other Business.
- V. Executive Director’s Report.
- VI. Adjournment.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS
March 23, 2021
5:30 pm**

Join Zoom Meeting

<https://dchfa.zoom.us/j/85923060231?pwd=VldabDV1S29EcjU2aFBxdWp5SDZvUT09>

Meeting ID: 859 2306 0231

Passcode: 369876

One tap mobile

+13017158592,,85923060231# US (Washington DC)

+19292056099,,85923060231# US (New York)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 859 2306 0231

Find your local number: <https://dchfa.zoom.us/j/85923060231?pwd=VldabDV1S29EcjU2aFBxdWp5SDZvUT09>

AGENDA

- I. Call to order and verification of quorum.
- II. Vote to approve minutes from the January 15, 2021 and January 26, 2021 board meetings.
- III. Vote to close meeting to discuss **Kenilworth 166**.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Kenilworth 166**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- IV. Re-open meeting.
- V. Overview: Permanent Supportive Housing Financing Tool.
- VI. Consideration of DCHFA Eligibility Resolution No. 2021-03 for Kenilworth 166.

VII. Other Business.

VIII. Executive Director's Report

IX. Adjournment.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS
May 11, 2021
5:30 pm**

Join Zoom Meeting

<https://dchfa.zoom.us/j/86994470775?pwd=dXIxbm1YQ3N3UkJOOnlyZnlzbn9tQT09>

Meeting ID: 869 9447 0775

Passcode: 166077

One tap mobile

+13017158592,,86994470775# US (Washington DC)

+19292056099,,86994470775# US (New York)

Dial by your location

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 869 9447 0775

Find your local number: <https://dchfa.zoom.us/j/86994470775?pwd=dXIxbm1YQ3N3UkJOOnlyZnlzbn9tQT09>

AGENDA

- I. Call to order and verification of quorum.
- II. Vote to approve minutes from the April 27, 2021 Board meeting.
- III. Vote to close meeting to discuss **SOME North Capitol**.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **SOME North Capitol**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- IV. Re-open meeting.
- V. Consideration of DCHFA Eligibility Resolution No. 2021-09 for SOME North Capitol.
- VI. Other Business.

VII. Executive Director's Report.

VIII. Adjournment.

DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS
November 9, 2021
5:30 pm

Join Zoom Meeting

<https://dchfa.zoom.us/j/83978377981?pwd=REw0MTlBNXdidXhBc2lGckU4czBlQT09>

Meeting ID: 839 7837 7981

Passcode: 654249

One tap mobile

+19292056099,,83978377981# US (New York)

+13017158592,,83978377981# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 839 7837 7981

Find your local number: <https://dchfa.zoom.us/j/83978377981?pwd=REw0MTlBNXdidXhBc2lGckU4czBlQT09>

AGENDA

- I. Call to order and verification of quorum.
- II. Vote to approve the minutes from the October 12, 2021 Board meeting.
- III. Vote to close meeting to discuss, Terrace Manor.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Terrace Manor**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- IV. Re-open meeting.
- V. Consideration of DCHFA Eligibility Resolution No. 2021-19 for Terrace Manor.
- VI. Vote to close meeting to discuss 7428 Georgia Avenue.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **7428 Georgia Avenue**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- VII. Re-open meeting.
- VIII. Consideration of DCHFA Eligibility Resolution No. 2021-20 for 7428 Georgia Avenue.
- IX. Other Business.
- X. Executive Director's Report.
- XI. Vote to close meeting to consult with an attorney.

Pursuant to the District of Columbia Administrative Procedure Act, I will now call a vote to close the meeting in order to consult with an attorney to obtain legal advice and to preserve the attorney-client privilege between an attorney and a public body, or to approve settlement agreements; provided, that, upon request, the public body may decide to waive the privilege. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(4)(A)).

- XII. Re-open meeting.
- XIII. Adjournment.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
SPECIAL MEETING OF THE BOARD OF DIRECTORS
November 30, 2021
5:30 pm**

Join Zoom Meeting

<https://dchfa.zoom.us/j/83033209506?pwd=NkJ5M25wZHcyOC9KV3RyeGI4OVRSUT09>

Meeting ID: 830 3320 9506

Passcode: 289177

One tap mobile

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+13126266799,,83033209506# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

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+1 669 900 6833 US (San Jose)

Meeting ID: 830 3320 9506

Find your local number: <https://dchfa.zoom.us/j/83033209506?pwd=NkJ5M25wZHcyOC9KV3RyeGI4OVRSUT09>

AGENDA

- I. Call to order and verification of quorum.
- II. Vote to approve the minutes from the November 9, 2021 Board meeting.
- III. Vote to close meeting to discuss Kenilworth 166.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Kenilworth 166**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- IV. Re-open meeting.
- V. Consideration of DCHFA Final Bond Resolution No. 2021-21 for Kenilworth 166.
- VI. Vote to close meeting to discuss an Ethics Policy and train the Agency's Board of Directors.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to **discuss an ethics policy and train and develop DCHFA Board Members**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- VII. Re-open meeting.
- VIII. Consideration of DCHFA Resolution No. 2021-06(G) regarding the approval of a DCHFA Board of Directors Ethics Policy.
- IX. Other Business.
- X. Executive Director's Report.
- XI. Adjournment.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS
October 12, 2021
5:30 pm**

Join Zoom Meeting

<https://dchfa.zoom.us/j/85190671091?pwd=czBWNTVrM28rOFFNWHM5Z0V1ZW1ZUT09>

Meeting ID: 851 9067 1091

Passcode: 769204

One tap mobile

+13017158592,,85190671091# US (Washington DC)

+19292056099,,85190671091# US (New York)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

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+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 851 9067 1091

Find your local number: <https://dchfa.zoom.us/j/85190671091?pwd=czBWNTVrM28rOFFNWHM5Z0V1ZW1ZUT09>

AGENDA

- I. Call to order and verification of quorum.
- II. Vote to approve the minutes from the September 16, 2021 and September 23, 2021 Special Board Meetings.
- III. Vote to close meeting to discuss Hanover Courts and Tivoli Gardens Supplemental, and a contract renewal with Goldblatt Martin Pozen LLP.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Hanover Courts and Tivoli Gardens Supplemental, and a contract renewal with Goldblatt Martin Pozen LLP**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- IV. Re-open meeting.
- V. Consideration of DCHFPA Eligibility Resolution No. 2021-17 for Hanover Courts and Tivoli Gardens Supplemental.

VI. Consideration of DCHFA Resolution No. 2021-05 (G) for the approval of a Contract Renewal with Goldblatt Martin Pozen LLP.

VII. Vote to close meeting to discuss Cascade Park Apartments.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Cascade Park Apartments**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

VIII. Re-open meeting.

IX. Consideration of DCHFA Eligibility Resolution No. 2021-18 for Cascade Park Apartments.

X. Other Business.

XI. Executive Director's Report.

XII. Adjournment.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
SPECIAL MEETING OF THE BOARD OF DIRECTORS
September 16, 2021
5:30 pm**

Join Zoom Meeting

<https://dchfa.zoom.us/j/88599215313?pwd=OW9ENldHdjB3OE5zUy81QlIrK09Edz09>

Meeting ID: 885 9921 5313

Passcode: 358925

One tap mobile

+13017158592,,88599215313# US (Washington DC)

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Dial by your location

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Meeting ID: 885 9921 5313

Find your local number: <https://dchfa.zoom.us/j/88599215313?pwd=OW9ENldHdjB3OE5zUy81QlIrK09Edz09>

AGENDA

- I. Call to order and verification of quorum.
- II. Vote to approve minutes from the August 24, 2021 and August 27, 2021 board meetings.
- III. Vote to close meeting to discuss 1530 First Street SW and The Clara.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **1530 First Street SW and The Clara**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- IV. Re-open meeting.
- V. Consideration of DCHFA Final Bond Resolution No. 2021-13 for 1530 First Street SW.

- VI. Consideration of DCHFA Final Bond Resolution No. 2021-14 for The Clara.
- VII. Other Business.
- VIII. Executive Director's Report.
- IX. Adjournment.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
SPECIAL MEETING OF THE BOARD OF DIRECTORS
October 12, 2021
5:30 pm**

Join Zoom Meeting

<https://dchfa.zoom.us/j/87916391178?pwd=cXRRSTdzVUJGUHdVZDEwbG9PdVZOQT09>

Meeting ID: 879 1639 1178

Passcode: 297276

One tap mobile

+13017158592,,87916391178# US (Washington DC)

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Dial by your location

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+1 312 626 6799 US (Chicago)

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+1 669 900 6833 US (San Jose)

Meeting ID: 879 1639 1178

Find your local number: [https://dchfa.zoom.us/u/kdDPEmvIRM](https://dchfa.zoom.us/j/87916391178?pwd=cXRRSTdzVUJGUHdVZDEwbG9PdVZOQT09)

AGENDA

- I. Call to order and verification of quorum.
- II. Vote to close meeting.

(A) Vote to close meeting to discuss the Agency's Fiscal Year 2022 Budget.

Pursuant to the District of Columbia Administrative Procedure Act, I will now call a vote to close the meeting in order to discuss the **Agency's Fiscal Year 2022** Budget which includes matters regarding the employment and compensation of government appointees, employees, or officials because an open meeting would adversely affect the employment and compensation related issues affecting the Agency. (D.C. Code §2-575(b)(10)).

(B) Vote to close meeting to discuss **SOME 1515 North Capitol Apartments and Waterfront Station II**.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **SOME 1515 North Capitol Apartments and Waterfront Station II**. An

open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

- III. Re-open meeting.
- IV. Consideration of DCHFA Resolution No. 2021-04 (G) for the for the approval of the Agency's Fiscal Year 2022 Budget.
- V. Consideration of DCHFA Final Bond Resolution No. 2021-15 for SOME 1515 North Capitol Apartments.
- VI. Consideration of DCHFA Final Bond Resolution No. 2021-16 for Waterfront Station II.
- VII. Other Business.
- VIII. Executive Director's Report.
- IX. Adjournment.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS**

January 7, 2021

5:30 p.m.

Minutes

Public Access Via ZOOM

Join Zoom Meeting

<https://dchfa.zoom.us/j/89558892929?pwd=bWRab2dvaGlXRHNCaGtOclZJZ2xRUT09>

Meeting ID: 895 5889 2929

Passcode: 933253

One tap mobile

+13017158592,,89558892929# US (Washington D.C)

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+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 895 5889 2929

Find your local number: <https://dchfa.zoom.us/j/89558892929>

I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Chairperson, Mr. Buwa Binitie, called the meeting to order at 5:31 p.m. and asked the Interim Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. With four members present, the Board had a quorum and the meeting continued.

The following members were present via video conference: Mr. Buwa Binitie, Mr. Stephen Green, Mr. Scottie Irving, Mr. Stan Jackson and Ms. Heather Howard.

II. Vote to close meeting to discuss 2442 MLK Apartments.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body’s staff or negotiating agents concerning the position to be taken in

negotiating 2442 MLK Apartments, because an open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Binitie called for a motion to close the meeting. Ms. Howard made a motion to close the meeting. The motion was properly seconded by Mr. Jackson. The motion passed by a chorus of ayes.

The meeting was closed at 5:32 p.m. and re-opened at 5:44 p.m.

III. Consideration of DCHFA Final Bond Resolution No. 2021-01 for 2442 MLK Apartments.

Mr. Rodney Dew, Senior Analyst, Multifamily Neighborhood Lending & Investments (“MLNI”), presented the transaction to the Board. MLNI underwriting staff requests the approval of a final bond resolution from the Board for the issuance of tax exempt bonds in an amount not to exceed \$30,015,000 for 2442 MLK Apartments (the “Property”).

MidAtlantic Realty Partners, LLC (“MRP”) and Taylor Adams Associates (“TAA”) are seeking to develop a ground-up affordable housing community in Anacostia’s Martin Luther King Jr. Corridor, approximately 500 feet from the entrance to the Anacostia Metrorail Station in Ward 8.

The unit mix for the Property will consist of twenty-four (24) one-bedroom units, fifty-seven (57) two-bedroom units, and thirty-one (31) three-bedroom units all of which will be affordable at 50 percent or 30 percent of the Area Median Income (“AMI”). Six units will be Permanent Supportive Housing (“PSH”) units and will be supported by a project based Local Rent Supplement Program (“LRSP”) contract. Community Connections of DC will be providing supportive services for the PSH units.

Property amenities will include a business center, community room, on-site management, intercom system, and video surveillance. In-unit amenities will include central air conditioning, coat closet, washer/dryer, dishwasher, microwaves, oven, and refrigerators. There will also be a secure at-grade parking garage with forty-nine (49) free parking spaces.

The property will also include forty thousand (4,000) square feet of ground floor retail funded entirely by equity. The capital stack for the Property will consist of permanent financing of \$13,230,000, a \$16,500,000 Department of Housing and Community Development or (“DHCD”) Housing Production Trust Fund (“HPTF”) loan, \$20,600,000 in low income housing tax credit equity (“LIHTC”), and a \$1,900,000 Deferred Developer Fee. The total development cost is \$52,300,000 (\$467,000/unit), inclusive of acquisition, hard and soft costs, developer and financing fees, reserves and escrows. 2442 MLK LLC will be the owner and borrowing entity (“Sponsor” or “Borrower”) in the transaction. On October 7, 2017, the Sponsor entered into a development agreement with Bethlehem Baptist Church (“BBC”) to develop the Property site.

The developer has committed to a private placement with JPMorgan Chase and Raymond James will be the LIHTC investor for the transaction with credits priced at \$93.69 cents per one dollar federal tax credit.

The 0.01% managing member is 2442 MLK Operator LLC and consists of 2442 MLK MRP Partners LLC (66.67%) and 2442 MLK TAA LLC (33.33%). MRP will be the guarantor of the Project. At closing, 2442 MLK LLC will admit a 99.99% tax credit investor member into the partnership to facilitate the LIHTC equity investment.

The remaining members of the development team consist of McCullough Construction, LLC as general contractor, Moya Design Partners as architect, and Residential One as property manager.

Mr. Dew concluded the presentation and introduced members of the development team present via Zoom: Jordan Bishop, with Audobon Enterprise, Nick Gordon and Matt Robinson with MRP and David Jannarone with TAA. Mr. Dew then opened the floor for comments and questions.

There were no questions.

Mr. Binitie called for a vote to approve DCHFA Final Bond Resolution No. 2021-01 for 2442 MLK Apartments. Mr. Jackson made a motion on the resolution and Ms. Howard properly seconded the motion. Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

IV. Vote to close meeting to discuss an Agency Personnel Matter.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss the appointment, employment, assignment, promotion, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials because an open meeting would adversely affect personnel matters related to the Agency. (D.C. Code §2-575(b)(10)).

Mr. Binitie called for a motion to close the meeting. Ms. Howard made a motion to close the meeting. The motion was properly seconded by Mr. Jackson. The motion passed by a chorus of ayes.

The meeting was closed at 5:52 p.m. and re-opened at 6:05 p.m.

V. Consideration of DCHFA Resolution 2021-01(G) Consideration of the Designation of Acting Executive Director/CEO Christopher E. Donald.

Mr. Binitie discussed the search for a CEO and commended Mr. Donald for his leadership.

Mr. Binitie called for a vote to approve DCHFA Resolution 2021-01(G) for Consideration of the Designation of Acting Executive Director/CEO Christopher E. Donald. Mr. Green made a motion to approve the resolution; the motion was properly seconded by Mr. Jackson. Mr. Donald took a poll vote.

The resolution was unanimously approved.

VI. Other Business.

Mr. Donald announced that the Housing Stabilization Grant (“HSG”) Program would continue into the new year.

VII. Executive Director’s Report.

There was no Executive Director’s Report.

VIII. Adjournment.

Mr. Binitie called for a motion to adjourn the meeting. Mr. Jackson made a motion, and that motion was properly seconded by Ms. Howard. The motion passed by a chorus of ayes.

The meeting was adjourned at 6:22 p.m.

Submitted by Christopher E. Donald, Acting¹ Secretary to the Board of Directors on January 22, 2021.

Approved by the Board of Directors on January 26, 2021.

¹ With the passing of DCHFA Resolution 2021-01(G) on January 7, 2021 by the Board of Directors, Mr. Christopher E. Donald was officially appointed Acting Executive Director/CEO of DCHFA.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
BOARD OF DIRECTORS – ANNUAL MEETING**

January 11, 2022

5:30 p.m.

Minutes

Public Access via Zoom

Join Zoom Meeting

<https://dchfa.zoom.us/j/89479023243?pwd=NENwNzBvN1RLV3YxcFIFRWNxTWWhyZz09>

Meeting ID: 894 7902 3243

Passcode: 342619

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Meeting ID: 894 7902 3243

Find your local number: <https://dchfa.zoom.us/j/89479023243?pwd=NENwNzBvN1RLV3YxcFIFRWNxTWWhyZz09>

I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Chairperson, Mr. Buwa Binitie, called the meeting to order at 5:32 p.m. and asked the Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. The Board reached a quorum and the meeting continued.

The following members were present via Zoom: Buwa Binitie, Stephen M. Green, Bryan “Scottie” Irving, and Heather Howard.

I. DCHFA Annual Meeting and Elections.

Mr. Donald opened the floor for nominations for the role of DCHFA Board of Directors positions for 2022. After nominations, Mr. Buwa Binitie was unanimously elected by acclamation for the role of DCHFA Board Chairperson and Mr. Green was unanimously elected by acclamation for the role of DCHFA Board Vice-Chairperson.

Mr. Binitie made a statement on the record recusing himself from discussions regarding the Delta Towers/Capitol Vista transactions. He then left the meeting. He did not participate in any discussions or votes relating to the transactions.

II. Vote to close meeting to discuss Delta Towers/Capitol Vista.

Pursuant to the District of Columbia Administrative Procedure Act, the Vice Chairperson called a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Delta Towers/Capitol Vista**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Green called for a motion to close the meeting. Ms. Howard made a motion to close the meeting. The motion was properly seconded by Mr. Irving. The motion passed by a chorus of ayes.

The meeting was closed at 5:49 p.m. and re-opened at 5:57 p.m.

III. Consideration of DCHFA Final Bond Resolution No. 2022-01 for Delta Towers/Capitol Vista.

Ms. Linda Hartman, Multifamily Loan Underwriter, Multifamily Neighborhood Lending & Investments ("MLNI"), presented the transaction to the Board. The MLNI team recommends the authorization of the issuance of a supplemental issuance of tax-exempt bonds in an amount not to exceed \$1.5 million for Capitol Vista ("Project").

The Project is located in the Old City neighborhood in Northwest Washington, D.C. in Ward 6, near the H Street corridor. The Project consists of one hundred four (104) studio, one bedroom and two-bedroom units. The units are low-income housing tax credit ("LIHTC") restricted at thirty percent (30%) and fifty percent (50%) of the area median income ("AMI"). All units restricted to thirty percent (30%) AMI are permanent supportive housing units, which operate with a local rent supplement subsidy. The Project began leasing in October 2020.

The initial bond issuance for \$25,640,000 closed in September 2018.

Between September 2018 and October 2020, the rents for the project's unsubsidized units increased. The supplemental bonds will be used to pay down a portion of the Housing Production Trust Fund ("HPTF") loan, while the remaining amount will be used to pay out a portion of the deferred developer fee. The additional bonds will be privately placed with Arc 70, a structured capital investment firm that focuses on affordable housing.

Additionally, the MLNI team requested the approval of a supplemental final bond resolution in an amount not to exceed \$2.42 million to finance an increase to the HUD 50/50 risk share permanent loan at Fortitude at Delta Towers ("Project"). The initial total tax-exempt bond issuance for the Project was \$48.87 million and closed in September 2018.

The Project is in the Trinidad neighborhood of Ward 5 in Northeast Washington, DC, along the H Street corridor. The Project began leasing in November 2020. It preserved the one hundred forty-

nine (149) senior units at the Delta Towers development, which is proposed for renovation and created thirty (30) new senior units. The projected closing date is January 15, 2022, and the projected conversion date is March 1, 2022.

Between September 2018 and the Project's leasing date in November 2020, the housing assistance payment ("HAP") contracts for the Project's Section 8 units increased. The Project's increased net operating income can support a HUD 50/50 Risk Share permanent loan of \$26.70 million, which is an increase of \$2.10 million or 4.4%. The total tax-exempt bond amount for the Project will now be \$50.97 million. The supplemental bonds of \$2.10 million will also be privately placed with Arc 70.

The Sponsor will split the supplemental bond proceeds with the Department of Housing and Community Development ("DHCD"). Fifty percent (50%) of the supplemental bond proceeds will be used to pay down a portion of the Housing Production Trust Fund ("HPTF") loan, while the remaining fifty percent (50%) will be used to pay out a portion of the deferred developer fee.

All one hundred seventy-nine (179) units at the Project are low-income housing tax credit ("LIHTC") units restricted at thirty percent (30%) of the area median income level and will operate with subsidies. The housing assistance payment ("HAP") contract from the Delta Towers development transferred to the Project, providing for one hundred forty-nine (149) units to operate with HAP. Additionally, thirty (30) units at the Project operate with a Local Rent Supplement Program ("LRSP") subsidy, with eighteen (18) of those thirty (30) units designated as permanent supportive housing. Overall, tenants at the Project contribute thirty percent (30%) of their income towards rent.

Ms. Hartman concluded her presentation and introduced Corey Powell, Stephen Vassor and Joel Patterson from the developer, Dantes Partners. Additionally, Blaise Rastello from Gilbane Development also joined. Mr. Green opened the floor for questions from the Board. There were no questions.

Mr. Donald called for a vote to approve DCHFA Final Bond Resolution No. 2022-01 for Delta Towers/Capitol Vista. Mr. Irving made a motion to approve the resolution and it was properly seconded by Ms. Howard. Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

Mr. Donald made a statement that the transaction would be returning almost \$2,000,000 to the HPTF, due in part to the Agency's ability to issue additional bonds.

IV. Executive Director's Report.

There was no Executive Director's Report.

V. Other Business.

There was no other business.

VI. Adjournment

Mr. Green called for a motion to adjourn the meeting. Mr. Irving made a motion to adjourn the meeting and that motion was properly seconded by Ms. Howard.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 6:06 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on January 21, 2022.

Approved by the Board of Directors on January 25, 2022.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
SPECIAL MEETING OF THE BOARD OF DIRECTORS**

January 15, 2021

1:00 pm

Minutes

Public Access Via ZOOM

Join Zoom Meeting

<https://dchfa.zoom.us/j/82561594798?pwd=Zk9CRWNYckt5ZlRqS1F6RG11RWRhZz09>

Meeting ID: 825 6159 4798

Passcode: 690509

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Meeting ID: 825 6159 4798

Find your local number: <https://dchfa.zoom.us/j/82561594798?pwd=Zk9CRWNYckt5ZlRqS1F6RG11RWRhZz09>

I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Chairperson, Mr. Buwa Binitie, called the meeting to order at 1:00 p.m. and asked the Acting Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. With five members present, the Board had a quorum and the meeting continued.

The following members were present via Zoom: Mr. Buwa Binitie, Mr. Stephen Green, Mr. Scottie Irving, Mr. Stan Jackson, and Ms. Heather Howard.

II. Presentation: Overview of DCHFA Financial Statements.

Mr. Steve Clinton, DCHFA Chief Financial Officer (“CFO”), presented a summary of the Agency’s audited financial statements. Mr. Clinton provided a description of the business lines that detailed where the Agency has transactions, earns revenue, pays bills, and generates wealth. The general fund is the Agency’s primary operating fund, where it earns up-front fees on multi-family business and single-family business, pays bills, and earns interest income. The Agency’s operating income for 2020 was \$9.2 million in the general fund.

Next, Mr. Clinton described the bond funds from which the Agency issues bonds, earns spreads, and issuer fees. The difference between bond funds and the general fund is that revenue from bond funds is taken out in a restricted manner, while general fund revenue may be used at the discretion of the Agency. This year, \$1.4 billion conduit bond funds have been removed from the balance sheet. The Governmental Accounting Standards Board (“GASB”) has issued Statement No. 91, which provides a single method for government issuers to report conduit debt obligations and related commitments. The Agency has elected to implement the rule this year.

Moreover, the single-family fund made just over one million dollars from interest income and spread income. Additionally, the multi-family fund is used to run the Agency’s risk share program with \$200 million in bonds issued for about eighteen deals. The multi-family fund generated about \$500,000 in income that is retained within the fund. In total, the Agency has \$10.8 million in operating income.

Mr. Clinton concluded his presentation and opened the floor for questions.

Mr. Binitie asked Mr. Clinton to elaborate on the interest expense associated with the multi-family fund. Mr. Clinton responded that the interest expense and the interest earned are pass-through cash flows. There are loans receivable and bonds payable that are offsetting each other.

Mr. Clinton illustrated to the Board the Agency’s net earnings from the general fund that totaled \$115 million. He also noted that the single-family fund has generated \$21 million in wealth as a result of bonds issued many years ago. The multi-family risk share fund is building wealth at \$4.5 million. Overall, the net worth of the Agency is about \$142 million, with about \$100 million in unrestricted revenue.

Mr. Donald stated that the Agency will return to the Board with a summary of the presentation with Reznick but wanted the Board to review the balance sheet so that it can be submitted to the city.

Mr. Green asked whether it requires the Board to vote. Mr. Donald responded by stating that it does not.

Mr. Binitie opened the floor for further questions, there were no further questions.

III. Other Business.

There was no other business.

IV. Adjournment.

Mr. Binitie called for a motion to adjourn the meeting. Mr. Irving made a motion, and that motion was properly seconded by Ms. Howard.

The motion passed by a chorus of ayes.

The meeting was adjourned at 1:14 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on March 19, 2021.

Approved by the Board of Directors on March 23, 2021.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
BOARD OF DIRECTORS – ANNUAL MEETING**

January 26, 2021

5:30 p.m.

Minutes

Public Access via Zoom

Join Zoom Meeting

<https://dchfa.zoom.us/j/82751805675?pwd=aTc1YVQ1aUpOUFVvMUtnOHVabEZNZz09>

Meeting ID: 827 5180 5675

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Meeting ID: 827 5180 5675

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I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Vice-Chairperson, Stephen M. Green, called the meeting to order at 5:32 p.m. and asked the Acting Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. With three members present, the Board had a quorum and the meeting continued.

The following members were present via Zoom: Stephen M. Green, Stanley Jackson, and Heather Howard.

II. Approval of Minutes from the November 10, 2020; November 24, 2020; December 2, 2020; December 8, 2020 and January 7, 2021 Board Meetings.

A motion was made to approve the minutes from the November 10, 2020; November 24, 2020; December 2, 2020; December 8, 2020 and January 7, 2021 board meetings by Ms. Howard. The motion was properly seconded by Mr. Jackson.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

III. Vote to close meeting to discuss Hill East.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating Hill East. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Green called for a motion to close the meeting. Mr. Jackson made a motion to close the meeting. The motion was properly seconded by Ms. Howard. The motion passed by a chorus of ayes.

The meeting was closed at 5:38 p.m. and re-opened at 6:15 p.m.

IV. Consideration of DCHFA Eligibility Resolution No. 2021-02 for Hill East.

Mr. Rodney Dew, Senior Analyst, Multifamily Neighborhood Lending & Investments ("MLNI"), presented the transaction to the Board. MLNI underwriting staff requests the approval of an inducement resolution from the DCHFA Board of Directors for the issuance of tax exempt bonds in an amount not to exceed \$71,000,000 to finance a portion of the cost to construct and equip 100 units at Hill East (the "Property").

The project is in the Hill East neighborhood of southeast Washington, D.C. and adjacent to the Stadium-Armory Metro Station. The Property will consist of 100 units of permanent supportive housing ("PSH"), subsidized by the District of Columbia Housing Authority ("DCHA"). All units will be restricted to thirty percent (30%) or less of the area median income ("AMI").

The building will have five (5) stories above grade, and a below grade parking garage. Building amenities will include a large lobby, an administration area for use by the District of Columbia Department of Human Services ("DHS") and its provider, a multipurpose communal lounge on the ground floor, a computer lab, a large teaching kitchen with multiple kitchen stations for hands on resident instructions, a clothing store, a hair and makeup boutique, a bike room and a fitness room.

The capital stack for the development will consist of permanent financing, in the approximate amount of \$53 million, as a DCHFA risk share first mortgage loan, \$18 million in low income housing tax credits ("LIHTC"), and just under \$3 million in deferred developer fees. The total development cost is \$75 million, or \$751,000 per unit. On the operating side, the effective gross income is projected to be approximately \$3.5 million in year one, based on an assumption of five percent vacancy.

Annual operating expenses are projected to be approximately \$713,000, resulting in net operating income of \$2.8 million in year one of stabilization, which supports a permanent mortgage of \$53.28

million, with amortizing debt service of \$1.2 million in year one. The project will be one hundred percent (100%) subsidized by a local rent supplement program (“LRSP”) contract with DCHA.

The project is being evaluated as a risk share permanent loan on the DCHFA’s U.S. Department of Housing and Urban Development (“HUD”) 50/50 risk share program. The sponsor has chosen PNC Bank as a tax credit investor, with credits priced at eighty-five cents for every one dollar of federal tax credits. PNC will also be providing an equity bridge loan through the term of construction. The sponsor has received a letter of intent from Eagle Bank for a thirty (30) month term, with one twelve (12) month extension option.

The managing member for the sponsor will be Hill East Parcel, LLC, which is comprised of Blue Skye Development and Chris Donatelli. Other members of the development team include McCullough Construction as the general contractor, GTM Architects as the architect, and Kettler Management as the property manager.

Mr. Dew concluded the presentation and introduced members of the development team present via video conferencing: Mr. Chris Donatelli, Mr. C.W. Early and Mr. Brian Rogers.

Mr. Donatelli gave a brief overview of the development of the Property thus far.

Mr. Early gave a synopsis of the project’s financing. Mr. Rogers also made comments regarding the project.

Mr. Green stated that the board had presented several questions and comments to Mr. Dew and looked forward to hearing more about the project as it is developed. Mr. Green mentioned concerns associated with the project, including the Agency’s share of financial risk in the project.

Mr. Donald called for a vote to approve DCHFA Eligibility Resolution No. 2021-02 for Hill East. Mr. Jackson made a motion to approve the resolution and it was properly seconded by Ms. Howard. Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

V. DCHFA Annual Meeting and Elections.

Mr. Donald opened the floor for nominations for the role of DCHFA Board Chairperson for 2021. Ms. Howard nominated Mr. Buwa Binitie for the role of Chairperson. Mr. Jackson nominated Mr. Green for the role of DCHFA Board of Directors Vice-Chairperson for 2021. With no other nominations for the role of DCHFA Board Chairperson or the role of DCHFA Board Vice-Chairperson, the floor was closed.

The appointments of Mr. Binitie as Board Chairperson and Mr. Green as Board Vice-Chairperson were each approved by a chorus of ayes.

VI. Acting Executive Director’s Report.

There was no Acting Executive Director’s Report.

VII. Adjournment.

Mr. Donald (on behalf of Mr. Green) called for a motion to adjourn the meeting. Mr. Jackson made a motion to adjourn the meeting and that motion was properly seconded by Ms. Howard.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 6:34 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on March 19, 2021.

Approved by the Board of Directors on March 23, 2021.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS**

March 23, 2021

5:30 p.m.

Minutes

Public Access via Zoom

Join Zoom Meeting

<https://dchfa.zoom.us/j/85923060231?pwd=VldabDV1S29EcjU2aFBxdWp5SDZvUT09>

Meeting ID: 859 2306 0231

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Meeting ID: 859 2306 0231 Find your local number: <https://dchfa.zoom.us/u/kdEcwBKuyz>

I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Chairperson, Buwa Binitie, called the meeting to order at 5:37 p.m. and asked the Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. With four members present, the Board had a quorum and the meeting continued.

The following members were present via Zoom: Buwa Binitie, Stephen M. Green, Stanley Jackson, Bryan “Scottie” Irving and Heather Howard.

II. Approval of Minutes from the January 15, 2021 and January 26, 2021 Board Meetings.

A motion was made to approve the minutes from the January 15, 2021 and January 26, 2021 board meetings by Mr. Jackson. The motion was properly seconded by Mr. Green.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

III. Vote to close meeting to discuss Kenilworth 166.

Prior to closing the meeting to discuss Kenilworth 166, Mr. Green made the following recusal statement and exited the meeting:

“The NHP Foundation and the Warrington Group, which is one of the partners identified in our memo, are partners on another transaction, and though I am not involved personally in either at any level and nor do I benefit in any way personally, in an abundance of caution, I will recuse myself from any conversation, hearing, discussion and voting on the proposed transaction involving the Warrington Group. Thank you.”

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors called a vote to close the meeting in order to discuss, establish, or instruct the public body’s staff or negotiating agents concerning the position to be taken in negotiating Kenilworth 166. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Binitie called for a motion to close the meeting. Mr. Jackson made a motion to close the meeting. The motion was properly seconded by Ms. Howard. The motion passed by a chorus of ayes.

The meeting was closed at 5:42 p.m. and re-opened at 5:53 p.m.

IV. Consideration of DCHFA Eligibility Resolution No. 2021-03 for Kenilworth 166.

Mr. Rodney Dew, Senior Analyst, Multifamily Neighborhood Lending & Investments (“MLNI”), presented the transaction to the Board. The Multifamily Lending and Neighborhood Investment Underwriting Staff requests an inducement resolution approval from the Board for the issuance of tax-exempt bonds in an amount not to exceed \$52.5 million to finance a portion of the cost to construct 166 units at Kenilworth 166 (the, “Project”).

The Project was awarded \$17.5 million from the Department of Housing and Community Development (“DHCD”) Housing Production Trust Fund (“HPTF”) in the last Notice of Funding Award (“NOFA”) round. The previous improvements on the site were in nine existing buildings consisting of 89 residential units known as Kenilworth-Parkside Public Housing Complex and owned by the District of Columbia Housing Authority (“DCHA”).

Through a competitive Request for Proposal (“RFP”) process in 2012, DCHA selected Michaels Development Company and the Warrington Group as co-developers. The DCHA will enter into a long-term ground lease with the owner entity. To date, all tenants have been relocated from the site, previous improvements have been demolished, and site work has begun. The project will consist of a 42-unit mid-rise four-story elevator senior building, a 65-unit mid-rise four-story elevator family building, 44 townhomes, and 15 stacked townhome flats. All 166 units will be restricted to residents earning 50 percent of Area Median Income (“AMI”) with 17 units set aside as Permanent Supportive Housing (“PSH”).

The new owner and borrowing entity for the proposed transaction is Kenilworth Revitalization I JV, LLC. The developer has selected a Freddie TEL execution with Grandbridge for permanent debt, Truist/SunTrust as a construction lender, and Berkadia as a tax credit syndicator. The remaining members of the development team will consist of Bozzuto Construction Company (“Bozzuto”) as General Contractor, Torti Gallas Urban as Architect, Michaels Management Affordable as Property Manager, Open Arms Housing as PSH Service Provider and Better Tomorrows as non-PSH Service Provider.

Mr. Dew concluded the presentation and introduced members of the development team present via Zoom: Christopher Earley and Nick Bracco from Michaels Development.

Mr. Binitie asked the development team for an update on the South Capitol project, another deal in the development team’s portfolio that is financed by the Agency. Mr. Earley stated the South Capitol project is going well, construction is completed, and the property is 100 percent leased up. Mr. Earley said that the team is currently working with DCHA for the Local Rent Supplement Program (“LRSP”) units.

Mr. Binitie asked if there were any other questions. There were no further questions from the Board.

Mr. Binitie called for a vote to approve DCHFA Eligibility Resolution No. 2021-03 for Kenilworth 166. Ms. Howard made a motion to approve the resolution and it was properly seconded by Mr. Jackson. Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

V. Executive Director's Report.

Mr. Donald updated the Board regarding the Agency's activities for the balance of the fiscal year. There are about ten deals in the Agency's pipeline, three are supplemental bond issuances, one risk share transaction, and six transactions funded by HPTF. On average, the Agency plans to present at least one deal at each of the Board meetings moving forward over the next several months.

Regarding the Agency's building RFP, five teams were selected and four submitted proposals that were received last Friday. Mr. Binitie requested that the Agency present a summary of the RFP submissions to the Board. Mr. Donald and Mr. Hentrel, the Agency's General Counsel, agreed to look into what information was appropriate to provide to the Board.

Mr. Donald highlighted that the Agency's Annual Report was released and gave kudos to the PR Team and Susan Ortiz for their work on the publication.

Lastly, Mr. Binitie requested that Mr. Donald update the Board and staff on the recommendations from the Mayor's rental housing strike force.

VI. Adjournment.

Mr. Binitie made a motion to adjourn the meeting and that motion was properly seconded by Mr. Irving.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 6:10 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on April 9, 2021.

Approved by the Board of Directors on April 13, 2021.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS**

April 13, 2021

5:30 p.m.

Minutes

Public Access via Zoom

Join Zoom Meeting

<https://dchfa.zoom.us/j/84199900488?pwd=cnpPVW1ZbkVYamcrV05xMXoyeWEzZz09>

Meeting ID: 841 9990 0488

Passcode: 858737

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Meeting ID: 841 9990 0488

Find your local number: <https://dchfa.zoom.us/j/84199900488?pwd=cnpPVW1ZbkVYamcrV05xMXoyeWEzZz09>

I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Chairperson, Buwa Binitie, called the meeting to order at 5:33 p.m. and asked the Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. The Board reached a quorum and the meeting continued.

The following members were present via Zoom: Buwa Binitie, Stephen M. Green, Stanley Jackson, Bryan “Scottie” Irving, and Heather Howard.

II. Approval of Minutes from the March 23, 2021, Board Meeting.

A motion was made to approve the minutes from the March 23, 2021, board meetings by Mr. Irving. The motion was properly seconded by Ms. Howard.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

Prior to closing the meeting to discuss the transactions, Mr. Binitie stated that his company, Dantes Partners, is directly involved with the development of Delta Towers and Capitol Vista. Therefore, he will remain in the closed portion of the meeting to discuss Liberty Place and 1530 First Street SW and will recuse himself from deliberations and voting for Capitol Vista and Delta Towers and leave the meeting.

III. Vote to close meeting to discuss Liberty Place Supplemental and 1530 First Street SW.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors called a vote to close the meeting in order to discuss, establish, or instruct the public body’s staff or negotiating agents concerning the position to be taken in negotiating Liberty Place Supplemental and 1530 First Street SW. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Binitie called for a motion to close the meeting. Mr. Jackson made a motion to close the meeting. The motion was properly seconded by Ms. Howard. The motion passed by a chorus of ayes.

The meeting was closed at 5:37 p.m. and re-opened at 6:11 p.m.

IV. Consideration of DCHFA Supplemental Eligibility Resolution No. 2021-06 for Liberty Place.

Mr. Ikeogu “IK” Imo, Senior Director, Housing Investment, Multifamily Neighborhood Lending & Investments (“MLNI”), presented the transaction to the Board. The MLNI staff requests a supplemental bond inducement resolution approval from the Board for the issuance of tax-exempt bonds in an amount not to exceed \$3.125 million to finance the increased costs of the Liberty Place Apartments project (the “Project”). The Agency issued Multifamily Housing Mortgage Revenue Bond Series 2018 A bonds in the total amount of \$16,800,000 for the initial closing of the project in June 2018.

The unit mix at the Project will consist of eight (8) studios, fifty-six (56) one-bedrooms, and seven (7) two-bedroom units, for a total of seventy-one (71) units. The site will have one (1) high-rise building with two (2) elevators and nine (9) stories. The Project will have fourteen (14) units set aside for households earning 30% of AMI or less, and seven (7) of these units will be Permanent Supportive Housing (“PSH”) units targeted to formerly homeless veterans and coupled with supportive services. The seven units will receive project-based, Local Rent Supplement Program (“LRSP”) housing vouchers. Four (4) units will serve residents with incomes at 80% of AMI or less and the remaining fifty-three (53) units will serve residents with incomes at 50% of AMI or less. The development team is a partnership of Mount Carmel Baptist Church, Quadrangle Development Corporation, and the Wilkes Company (collectively “MQW”).

The Project is currently over seventy percent (70%) complete with a target completion date of July 1, 2021; however, the Project was delayed post-closing by the discovery of an underground DC Department of Transportation (“DDOT”) electrical duct bank located within the building’s footprint. It took approximately eighteen (18) months to resolve the issue through a revision of the building’s foundation plan.

An easement was created when the property was originally transferred from the District to MQW and provided DDOT with a 15-foot inspection, repair, and maintenance easement onto the Liberty Place property from the I-395 tunnel wall which sits at the eastern edge of the Liberty Place property. However, it was later discovered that DDOT has additional infrastructure (duct bank and footers) that extend underground beyond the 15-foot easement area and onto the land that is now privately-owned by Liberty Place. Part of the DDOT duct bank and tunnel footers are situated in the path of Liberty Place’s designed foundation.

Due to the unanticipated delays, project costs have increased by approximately \$5.2M thereby increasing total basis to \$38,731,408 for the Project. As such, the \$16,800,000 of initial short term bond issuance is below 50% of the current total basis.

The proposed loan structure for the additional bonds is an issuance of short-term bonds in an amount not to exceed \$3.125 million. The bonds will be purchased by Truist in order for the Project to meet the 50% test. The additional bonds are supported by an increase of Housing Production Trust Fund (“HPTF”) and Low-Income Housing Tax Credits (“LIHTC”) equity amongst other sources.

At conversion, the construction loan will be repaid, and the Project will have a \$7,314,000 permanent Freddie Mac mortgage loan. This permanent loan is \$464,000 larger than initially contemplated. In addition to help bridge increased costs, the DC Department of Housing and Community Development (“DHCD”) provided an additional \$1,937,575 in HPTF subordinated loan to the Project. The tax credit investor, Truist, will issue \$1 million in LIHTC equity. Ultimately, any gaps in the Project will result in additional sponsor equity remaining in the Project.

Mr. Imo concluded the presentation. The sponsors were unable to join the Zoom call. Mr. Binitie stated that the deal was straightforward and therefore he felt comfortable voting on the transaction and the Board concurred.

Mr. Binitie called for a vote to approve DCHFA Supplemental Eligibility Resolution No. 2021-06 Liberty Place Apartments. Mr. Jackson made a motion to approve the resolution and it was properly seconded by Ms. Howard. Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

V. Consideration of DCHFA Eligibility Resolution No. 2021-07 for 1530 First Street SW.

Mr. Ikeogu “IK” Imo, Senior Director, Housing Investment, Multifamily Neighborhood Lending & Investments (“MLNI”), presented the transaction to the Board. The MLNI underwriting staff requests an initial bond inducement resolution approval from the Board for the issuance of tax-exempt bonds in an amount not to exceed \$54,592,446 to finance a portion of the costs of the 1530 First Street SW project (the “Project”).

The Project is owned fee simple by Manna LLC, a sole proprietor, controlled by Mr. Mohan Jacob. The property was initially intended for commercial development. Mr. Jacob contacted REBJ, Inc. (and parent company TM Associates Development) to partner on the development of the site post the latter’s award to develop an adjacent property at 1550 First Street SW. Based on prior collaboration, TM Associates Development introduced United Planning Organization (“UPO”) to the partnership as an onsite supportive housing services provider.

The development team plans to construct a one hundred one (101) unit ground up affordable housing community. The unit mix of the Development will be comprised of forty-six (46) one-bedroom units, thirty-seven (37) two-bedroom units, ten (10) three-bedroom units, and eight (8) four-bedroom units.

The Project will be located at the intersection of 1st and Q Street in the Southwest quadrant of the District, also known as the Buzzard’s Point neighborhood. Anticipated in-unit amenities include: balcony/patio; individually controlled HVAC units; dishwasher; microwave; washer/dryer; blinds; coat closet; granite countertops and plank flooring. The property amenities include: community room; courtyard; elevator; garage; neighborhood network; off-street parking; on-site management; picnic area and service coordination.

The capital stack for the Project will consist of permanent financing in the approximate amount of \$23,054,206 as a DCHFA First Mortgage Loan, a \$14,104,222 DHCD HPTF loan, \$25,791,427 in LIHTC equity, and a \$4,177,966 Deferred Developer Fee. The total development cost is

\$67,127,821 (\$644,632/unit), inclusive of acquisition costs, hard and soft costs, developer and financing fees, reserves, and escrows.

The Project will be financed through the issuance of \$43,673,957 in DCHFA tax exempt bonds (\$20,619,751 short term bonds and \$23,054,206 long term bonds). Both the short- and long-term bonds will be cash collateralized with a construction loan and permanent loan, respectively. This transaction is also being considered for a risk share execution and will be updated once determined.

The sponsors selected Raymond James Tax Credit Fund (“RJTCF”) as LIHTC investor for the transaction.

The MLNI staff has underwritten the Project’s net operating income (“NOI”) to \$1,369,542 which supports a permanent mortgage of \$23,054,206 with an amortizing debt service coverage ratio (“DSCR”) of 1.15x in Year 1. One hundred percent (100%) of the units set aside at a maximum fifty percent (50%) of AMI or less.

Mr. Imo concluded the presentation. The sponsors were unable to join the Zoom call. Mr. Binitie stated that the deal was straightforward and therefore he felt comfortable voting on the transaction and the Board concurred.

Mr. Binitie called for a vote to approve DCHFA Eligibility Resolution No. 2021-07 for 1530 First Street SW. Mr. Jackson made a motion to approve the resolution and it was properly seconded by Mr. Irving. Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

Mr. Binitie exited the meeting because he recused himself from Capitol Vista and Delta Towers. Therefore, Mr. Green called a vote to close the meeting to discuss those transactions.

VI. Vote to close meeting to discuss Capitol Vista and Delta Towers.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors called a vote to close the meeting in order to discuss, establish, or instruct the public body’s staff or negotiating agents concerning the position to be taken in negotiating Capitol Vista Supplemental and Delta Towers Supplemental. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Green called for a motion to close the meeting. Mr. Jackson made a motion to close the meeting. The motion was properly seconded by Ms. Howard. The motion passed by a chorus of ayes.

The meeting was closed at 6:30 p.m. and resumed at 6:39 p.m.

VII. Consideration of DCHFA Supplemental Eligibility Resolution No. 2021-05 for Delta Towers.

Mr. Rodney Dew, Senior Analyst, Multifamily Neighborhood Lending & Investments (“MLNI”), presented the transaction to the Board. The Multifamily Lending and Neighborhood Investments (“MLNI”) underwriting staff recommends the Board approve a supplemental bond inducement and authorize the issuance of tax-exempt bonds in an amount not to exceed \$2,415,000 as an increase to the U.S. Department of Housing and Urban Development (“HUD”) 50/50 Risk Share permanent loan to finance an increase in Housing Assistant Payments (“HAP”) rents since the initial bond closing (the “Project”). This results in a 4.3% increase to the total bonds issued for this Project. The developer will be using the additional proceeds to payout a portion of its deferred fee. Therefore, \$2,588,631 in deferred developer fee will remain to be paid out through cash flow. The additional bonds will be privately placed by Wells Fargo as the original investor and will be priced in line with the initial issuance.

The Project is an age restricted development consisting of one hundred seventy-nine (179) units located at 808 Bladensburg Road, NE (Square 32079, Lot 181) along the H Street corridor of Northeast Washington, DC. The Project delivered in late 2020 and is expected to convert in August 2021.

The previous structure was built in 1980 and is currently owned by Delta Housing Corporation, consisting of a HAP contract for one hundred forty-nine (149) units and is 100% occupied. The development team entered into a joint venture agreement with Delta Housing Corporation on June 6, 2016 to act as its developer and co-owner of the Project. The new building structure was an improved parking lot that served the old Delta Towers building located on an adjacent and contiguous lot. The development strategy accomplished several things, most importantly, replacing an aging building that has reached the end of its useful life. The new development not only preserved the existing units but also introduced thirty (30) new affordable units.

Mr. Dew concluded the presentation and introduced Mr. Joel Patterson as a member of the development team present via Zoom. Mr. Green asked if there were any questions. There were no further questions from the Board.

Mr. Green called for a vote to approve DCHFA Supplemental Eligibility Resolution No. 2021-05 for Delta Towers. Mr. Jackson made a motion to approve the resolution and it was properly seconded by Ms. Howard. Mr. Donald took a poll vote because the Agency is committing volume cap.

As noted previously, Mr. Binitie recused himself earlier from the meeting and did not participate in the discussion or voting for Delta Towers. The resolution was approved by the remaining Board members.

VIII. Consideration of DCHFA Supplemental Eligibility Resolution No. 2021-04 for Capitol Vista.

Mr. Rodney Dew, Senior Analyst, Multifamily Neighborhood Lending & Investments (“MLNI”), presented the transaction to the Board. The Multifamily Lending and Neighborhood Investments (“MLNI”) underwriting staff recommends that the Board approve a supplemental bond inducement and authorize the issuance of tax-exempt bonds in an amount not to exceed \$1,500,000 as an increase to the HUD 50/50 Risk Share permanent loan to finance an increase in maximum LIHTC rents since bond closing, a six percent (6%) increase to the total bonds issued for this project. The developer will be using the additional proceeds payout a portion of its deferred fee. \$2,190,454 deferred developer fee will remain to be paid out through cash flow. The additional bonds will be privately placed by Wells Fargo with the original investor and will be priced in line with the initial issuance.

The development team entered into a Land Disposition and Development Agreement (“LDDA”) with the District, which requires the development team to make an initial payment of \$1,850,000 at closing. The LDDA entails a 99-year ground lease for the site with the affordability maintained for the term of the lease.

The project is the redevelopment of a District owned vacant parcel. The redevelopment consists of one (1) 12-story building with one hundred four (104) luxury affordable units located at 810 New Jersey Avenue, NW (Square 563N, Lot 2-6 and 800-805). The Project has a unit mix of eleven (11) studios, sixty-two (62) 1-bedrooms and thirty-two (32) 2-bedroom units. Building amenities include a rooftop terrace and approximately 3,200 square feet of retail space.

Mr. Dew concluded the presentation and introduced Mr. Joel Patterson as a member of the development team present via Zoom.

Mr. Green asked if there were any other questions. There were no further questions from the Board.

Mr. Green called for a vote to approve DCHFA Supplemental Eligibility Resolution No. 2021-04 for Capitol Vista. Mr. Jackson made a motion to approve the resolution and it was properly seconded by Ms. Howard. Mr. Donald took a poll vote because the Agency is committing volume cap.

As noted previously, Mr. Binitie recused himself earlier from the meeting and did not participate in the discussion or voting for Delta Towers. The resolution was approved by the remaining Board members.

IX. Executive Director’s Report.

There was no Executive Director’s report.

X. Other Business.

There was no other business.

XI. Adjournment.

Mr. Irving made a motion to adjourn the meeting and that motion was properly seconded by Ms. Howard.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 6:47 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on April 23, 2021.

Approved by the Board of Directors on April 27, 2021.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS**

April 27, 2021

5:30 p.m.

Minutes

Public Access via Zoom

Join Zoom Meeting

<https://dchfa.zoom.us/j/81419533344?pwd=UUJ0Ykc5UWJWNUw4d01acG54VHpqdz09>

Meeting ID: 814 1953 3344

Passcode: 996891

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Meeting ID: 814 1953 3344

Find your local number: <https://dchfa.zoom.us/j/81419533344?pwd=UUJ0Ykc5UWJWNUw4d01acG54VHpqdz09>

I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Chairperson, Stephen M. Green, called the meeting to order at 5:33 p.m. and asked the Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. Mr. Green served as Board Chairperson in the absence of Mr. Buwa Binitie. Mr. Binitie was absent because he recused himself on both matters to be discussed at the meeting. The Board reached a quorum and the meeting continued.

The following members were present via Zoom: Stephen M. Green, Stanley Jackson, Bryan “Scottie” Irving, and Heather Howard.

II. Approval of Minutes from the April 13, 2021 Board Meeting.

A motion was made to approve the minutes from the April 13, 2021 board meeting by Mr. Jackson. The motion was properly seconded by Mr. Irving.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

III. Vote to close meeting to discuss The Clara on MLK.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors called a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating The Clara on MLK. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Green called for a motion to close the meeting. Mr. Jackson made a motion to close the meeting. The motion was properly seconded by Mr. Irving. The motion passed by a chorus of ayes.

The meeting was closed at 5:36 p.m. and re-opened at 5:44 p.m.

IV. Consideration of DCHFA Eligibility Resolution No. 2021-08 for The Clara on MLK.

Mr. Ikeogu "IK" Imo, Senior Director, Housing Investment, Multifamily Neighborhood Lending & Investments ("MLNI"), presented the transaction to the Board. The MLNI staff requests a bond inducement resolution approval from the Board for the issuance of tax-exempt bonds in an amount not to exceed \$26,179,000 to finance a portion of the costs of construction and equipping at The Clara on MLK (the "Project").

The Project is the development of eighty-one (81) affordable and workforce housing units near the Anacostia Metro station in Ward 8. The unit mix will consist of three (3) studios, twenty-nine (29) one-bedroom units, twenty-eight (28) two-bedroom units and twenty-one (21) three-bedroom units. The unit mix will consist of twenty (20) units at thirty percent (30%) of area median income ("AMI") and sixty-one units (61) units at fifty percent (50%) of AMI. The units set at thirty percent (30%) AMI will receive a subsidy through the Local Rent Subsidy Program ("LRSP") from the District of Columbia Housing Authority ("DCHA").

The development site, 2311-2323 Martin Luther King Jr. Avenue, SE, is in the Anacostia neighborhood of Southeast Washington, D.C. The building will include 13,085 sq. ft. of underground garage space, including bike storage. Additionally, there will be seventeen (17)

surface level parking spaces at the rear of the building. The building will also include a demonstration kitchen, a fitness room, a living green wall and an Amazon hub.

The capital stack for the Project will consist of permanent financing in the approximate amount of \$9,190,967 as a Freddie Mac Tax Exempt Loan (“TEL”), a \$14,008,973 Department of Housing and Community Development (“DHCD”) Housing Production Trust Fund (“HPTF”) loan, \$285,124 in interim income and deferred interest fees, \$15,743,245 in low income housing tax credit (“LIHTC”) equity, and a \$1,882,395 deferred developer fee. The total development cost is \$41,110,705 (\$507,540/unit), inclusive of acquisition debt repayment, hard and soft costs, developer and financing fees, reserves and escrows.

The project will be financed through the issuance of \$20,943,559 in DCHFA tax exempt bonds (\$11,752,592 short-term bonds and \$9,190,967 long-term bonds). Both the short and long-term bonds will be cash collateralized with a construction loan and permanent loan, respectively.

The Clara on Martin Luther King Jr. Avenue LLC will be the owner and borrowing entity (“Borrower”) on the transaction. The 0.01% managing member and general partner is The Clara on Martin Luther King Jr. Managing Partners LLC (“Managing Member”). Medina Life is the fifty-one percent (51%) controlling member of the managing member entity and is a 501(c)(3) not-for-profit organization. 2313 Martin Luther King Jr. Ave., Managing Member, LLC, an entity one hundred percent (100%) controlled by Banneker Ventures, is the forty-nine percent (49%) member of the Managing Member. At closing, The Clara on Martin Luther King Jr. Avenue LLC will admit a 99.99% tax credit investor member, Wells Fargo Affordable Housing Community Development Company (“Tax Credit Investor”), into the partnership to facilitate the LIHTC equity investment.

The remaining members of the Project team consist of Hamel Builders as general contractor, DP + Partners as architect, Dantes Partners as development consultant and Faria Management as the property manager.

Mr. Imo concluded the presentation. Ms. Tori Williams from Banneker Ventures joined the meeting. Several board members asked questions concerning the retail space on the first floor. Ms. Williams stated the Project would like to include neighborhood-serving retailers and there is currently a lease with a dine-in restaurant. Ms. Howard asked about soil and ground water contamination. Ms. Williams said presently there were no concerns, and the removal of present contaminants was slated to begin with construction. Mr. Green inquired about community amenities. Ms. Williams stated there would be a fitness center and demonstration kitchen, which will be supported and managed by the restaurant tenant. There were no further questions.

Mr. Green called for a vote to approve DCHFA Eligibility Resolution No. 2021-08 The Clara on MLK. Mr. Irving made a motion to approve the resolution and it was properly seconded by Mr. Jackson. Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

Mr. Green made a statement recusing himself from any consideration of the McKinney Act loan for V Street Apartments, after which, he left the meeting. Ms. Howard took the position of Board Chairperson and continued the meeting.

V. Vote to close meeting to discuss a Second Extension of a McKinney Act Loan for V Street.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors called a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating V Street. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Ms. Howard called for a motion to close the meeting. Mr. Jackson made a motion to close the meeting. The motion was properly seconded by Mr. Irving. The motion passed by a chorus of ayes.

The meeting was closed at 5:59 p.m. and re-opened at 6:11 p.m.

VI. Consideration of DCHFA Resolution No. 2021-02 (G) for a Second Extension of a McKinney Act Loan for V Street.

Mr. Rodney Dew, Senior Analyst, Multifamily Neighborhood Lending & Investments ("MLNI"), presented the transaction to the Board. The MLNI underwriting staff recommends the Board adopt a resolution authorizing a McKinney Act loan extension for V Street Apartments (the "Project").

The McKinney loan amount of \$1,000,000 was originally approved in late 2017 to help finance the costs of redevelopment for a twenty-five (25) unit new construction project, located in the Anacostia neighborhood of Southeast Washington, D.C. Of the twenty-five (25) units, there are eleven (11) studios and fourteen (14) one-bedroom units. Two (2) of the units will be set aside for occupants at fifty percent (50%) of the area median income ("AMI"), eighteen (18) units are set aside for sixty percent (60%) of AMI and the remaining five (5) units will be market rate with no restrictions.

The Project is a part of a larger development on 5th and Eye Street, where the Peebles Corporation is scheduled to build a mixed-use development containing a hotel and residential condominiums. The MLNI staff is currently updating the deal financials to account for market share since the McKinney Act closing, including the lock-in of the LIHTC floor, steep increases in construction costs and updating the rent schedule. There has been no substantial work done to date, and

drawings for both properties are being completed. V Street Apartments Owner LLC (“Borrower”) continues to renew the utilities permits in hopes that the transaction can move forward soon.

Mr. Dew concluded the presentation. Mr. Dew introduced Mr. Ron Cook of the Peebles Corporation. Mr. Jackson asked how the McKinney loan funds were being spent. Mr. Cook replied the funds had been used for design costs. There were no further questions.

Ms. Howard called for a vote to approve DCHFA Resolution No. 2021-02 (G) for a Second Extension of a McKinney Act Loan for V Street. Mr. Jackson made a motion to approve the resolution and it was properly seconded by Mr. Irving. Mr. Donald took a poll vote.

The resolution was unanimously approved.

VII. Other Business.

The Board discussed the Todd A. Lee Scholarship application process and Mr. Donald suggested opening scholarship qualifications to students who reside outside of the District of Columbia but will contribute to District in a meaningful way.

VIII. Executive Director’s Report.

There was no Executive Director’s Report.

IX. Adjournment.

Ms. Howard called for a motion to adjourn the meeting. Mr. Jackson made a motion to close the meeting and the motion was properly seconded by Mr. Irving.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 6:26 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on May 7, 2021.

Approved by the Board of Directors on May 11, 2021.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS**

May 11, 2021

5:30 p.m.

Minutes

Public Access via Zoom

Join Zoom Meeting

<https://dchfa.zoom.us/j/86994470775?pwd=dXlxbm1YQ3N3UkJOUnlyZnlzbn9tQT09>

Meeting ID: 869 9447 0775

Passcode: 166077

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+1 312 626 6799 US (Chicago)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 869 9447 0775

Find your local number: <https://dchfa.zoom.us/j/86994470775?pwd=dXlxbm1YQ3N3UkJOUnlyZnlzbn9tQT09>

I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Chairperson, Buwa Binitie, called the meeting to order at 5:30 p.m. and asked the Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. The Board reached a quorum and the meeting continued.

The following members were present via Zoom: Buwa Binitie, Stephen M. Green, Stanley Jackson, Bryan “Scottie” Irving, and Heather Howard.

II. Approval of Minutes from the April 27, 2021 Board Meeting.

A motion was made to approve the minutes from the April 27, 2021 Board meeting by Mr. Irving. The motion was properly seconded by Ms. Howard.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

III. Vote to close meeting to discuss SOME North Capitol.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors called a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating SOME North Capitol. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Binitie called for a motion to close the meeting. Mr. Irving made a motion to close the meeting. The motion was properly seconded by Ms. Howard. The motion passed by a chorus of ayes.

The meeting was closed at 5:33 p.m. and re-opened at 5:38 p.m.

IV. Consideration of DCHFA Eligibility Resolution No. 2021-09 for SOME North Capitol.

Mr. Rodney Dew, Senior Multifamily Loan Analyst, Multifamily Neighborhood Lending & Investments ("MLNI"), presented the transaction to the Board. The MLNI underwriting staff requests an inducement approval from the Agency's Board for the issuance of tax-exempt bonds in an amount not to exceed \$42,000,000 to finance a portion of the costs to rehabilitate 136 units at SOME North Capitol Apartments (the "Development" or the "Property" or "Project").

SOME, Inc. ("So Others Might Eat" or "SOME") owns four adjacent lots in NoMa at 1509, 1511, 1513, and 1519 North Capitol Street NE, on which they plan to develop new construction of a 14-storey building housing 139 efficiency units for single adults: 75 units at or below 30% Area Median Income ("AMI"), 61 units at or below 50% AMI, which will still serve extremely low-income target population, and three resident-staff units.

The Project originated partly from SOME's goal to create 1,000 units of affordable housing and in response to the city's goal to end homelessness. Recent zoning changes created the opportunity for higher density, therefore allowing SOME to develop 139 affordable units to balance the

gentrification and displacement in the area due to rapid development in the increasingly unaffordable NoMa neighborhood.

SOME program staff will provide comprehensive supportive services to help residents identify their needs and goals and connect them with services that SOME provides onsite or nearby including financial planning, employment support, medical, dental, behavioral health services, substance abuse recovery programs, and other vocational and educational programming. SOME operates its dining room facility and administrative offices just a few blocks from the Project. For nearly 50 years, the organization has had strong ties to community stakeholders and residents.

The capital stack for the Development will consist of permanent financing in the approximate amount of \$17.5MM as a two-tranche Freddie TEL Senior Mortgage, a \$19.2MM DC Department of Housing and Community Development (“DHCD”) Housing Production Trust Fund (“HPTF”) loan, \$5MM in a sponsor loan, \$771,000 in a Community Development Block Grant (“CDBG”) loan, a \$420,000 DC Department of Behavioral Health grant, a \$25,000 DC Sustainable Energy Utility grant, \$19.9MM in low income housing tax credit, or (“LIHTC”) Equity, and a \$3MM Deferred Developer Fee. The total development cost is \$66,718,636 (\$490,578/unit), inclusive of acquisition debt repayment, hard and soft costs, developer and financing fees, reserves, and escrows.

Building amenities will include a computer lab, bicycle parking, classroom, fitness room, and shared laundry rooms on each floor. A large community room with full kitchen, social room, and shared lounges will provide ample space for resident socialization and recreation. The building’s penthouse level will be dedicated to additional social space for residents and will include a lounge, dining room with kitchen, and roof deck.

The remaining members of the development team consist of Clark Construction as General Contractor, Eric Colbert & Associates as Architect, and SOME Inc. as Property Manager.

Mr. Dew concluded the presentation and opened the floor for questions. Mr. Bobvala Tengen, and Ms. Julia M. Morton from SOME, Inc. joined the meeting.

Mr. Jackson asked Mr. Tengen about the distinction between the onsite services and services provided offsite. Mr. Tengen responded stating the onsite services consist of case management, certified addiction counseling, nutritionists, financial advisors, and group counselors. Mr. Tengen also noted that there will also be a penthouse with a full kitchen for cooking lessons and offsite there are health services provided at The Conway Center and at the main SOME location. Mr. Irving inquired about the costs for the services discussed. Mr. Tengen responded stating that the resident services are not included in the operating budget, the revenue services budget is

approximately \$225,000 and those expenses are covered based on contributions that SOME receives. Mr. Binitie asked if the \$5MM contribution from SOME was customary due to the tax rate. Ms. Morton responded that SOME provides contributions to show both good faith and that they are good equity partners.

There were no further questions.

Mr. Binitie called for a vote to approve DCHFA Eligibility Resolution No. 2021-09 for SOME North Capitol. Mr. Jackson made a motion to approve the resolution and it was properly seconded by Mr. Green. Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

V. Other Business.

Mr. Donald informed the Board that the Agency is working on a resolution for the Todd A. Lee Scholarship based on the feedback provided by Board members at the last Board meeting.

VI. Executive Director's Report.

There was no Executive Director's Report.

VII. Adjournment.

Mr. Binitie called for a motion to adjourn the meeting. Mr. Green made a motion to close the meeting and the motion was properly seconded by Mr. Irving.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 5:54 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on June 4, 2021.

Approved by the Board of Directors on June 8, 2021.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS**

June 8, 2021

5:30 pm

Join Zoom Meeting

<https://dchfa.zoom.us/j/83182774553?pwd=bGIHamYvdjRvWlJ4Tm1QekFQZmlnZz09>

Meeting ID: 831 8277 4553

Passcode: 681606

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+1 253 215 8782 US (Tacoma)

Meeting ID: 831 8277 4553

Find your local number: <https://dchfa.zoom.us/u/ksxsoHVyh>

I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Chairperson, Buwa Binitie, called the meeting to order at 5:30 p.m. and asked the Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. The Board reached a quorum and the meeting continued.

The following members were present via Zoom: Buwa Binitie, Stephen M. Green, Stanley Jackson, Bryan “Scottie” Irving, and Heather Howard.

II. Approval of Minutes from the May 11, 2021 Board Meeting.

A motion was made to approve the minutes from the May 11, 2021 Board meeting by Mr. Jackson. The motion was properly seconded by Mr. Green.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

III. Product Overview – Permanent Supportive Housing.

Mr. Ikeogu Imo, Senior Director, Housing Investment, presented an overview of DCHFA’s new product, permanent supportive housing (“PSH”), which will provide housing solutions to individuals experiencing chronic homelessness in the District of Columbia. Properties with PSH units have unique risks such as rents subsidized by the District of Columbia’s Local Rent Supplement Program (“LRSP”), which is subject to DC Council approval, and tenants in PSH units having specific needs that require more on-site assistance. To mediate these risks, the PSH program will be financed through the level 1 risk share program. Underwriting standards similar to other multifamily programs within the Agency’s portfolio will be utilized with some enhancements, including higher escrow account requirements and a lockbox, whereby funds will flow to the Agency first, and then to the sponsor. Operational risks, due to heavier tenant asset usage, will be addressed with higher reserve requirements.

Mr. Imo concluded his presentation and opened the floor to questions. Mr. Jackson inquired which subgroups represent most homeless persons in the District of Columbia since 2018. Mr. Imo replied that single persons, as a subgroup, had not been the focus of homeless programs since 2018, causing a backlog and often leaving single young people with no options other than homelessness. Mr. Donald commented that because of the uniqueness of the program, he felt the PSH program will continue to be needed in the future but will be implemented on a selective basis due to the factors discussed in the presentation. Mr. Irving asked how the program would be spread over the eight wards in the District of Columbia. Mr. Donald responded that zoning and land costs would likely drive the location and ability to develop PSH units in the District. Mr. Irving made a comment about making sure that all eight wards were carrying their fair share of affordable units. Mr. Binitie commented that transactions should be stabilized before moving on to another transaction and special attention should be paid to management companies for PSH properties. Mr. Green noted that he worked on similar transactions in Texas. Mr. Binitie asked Mr. Imo if there was a maximum number count of PSH units within a given property. Mr. Imo stated that he was unable to answer the question at that time. Mr. Donald reiterated that he felt PSH properties would continue to be rare.

There were no further questions.

IV. Other Business.

No other business was discussed.

V. Executive Director’s Report.

There was no Executive Director's Report.

VI. Adjournment.

Mr. Binitie called for a motion to adjourn the meeting. Mr. Jackson made a motion to close the meeting and the motion was properly seconded by Ms. Howard.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 6:11 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on June 4, 2021.

Approved by the Board of Directors on July 13, 2021.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS
July 13, 2021
5:30 pm**

Join Zoom Meeting

<https://dchfa.zoom.us/j/87207954466?pwd=QytCRUR1cGtBMHcvRUV5aGk0TXBzUT09>

Meeting ID: 872 0795 4466

Passcode: 387571

One tap mobile

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Meeting ID: 872 0795 4466

Find your local number: <https://dchfa.zoom.us/j/87207954466?pwd=QytCRUR1cGtBMHcvRUV5aGk0TXBzUT09>

I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Vice-Chairperson, Stephen M. Green, called the meeting to order at 5:31 p.m. and asked the Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. The Board reached a quorum and the meeting continued.

The following members were present via Zoom: Stephen M. Green, Bryan “Scottie” Irving, and Heather Howard.

II. Approval of Minutes from the June 8, 2021 Board Meeting.

A motion was made to approve the minutes from the June 8, 2021 Board meeting by Mr. Irving. The motion was properly seconded by Ms. Howard.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

III. Vote to close meeting to discuss Liberty Place – Additional Bonds.

Pursuant to the District of Columbia Administrative Procedure Act, the Vice-Chairperson of the Board of Directors called a vote to close the meeting in order to discuss, establish, or instruct the public body’s staff or negotiating agents concerning the position to be taken in negotiating Liberty

Place – Additional Bonds. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Green called for a motion to close the meeting. Ms. Howard made a motion to close the meeting. The motion was properly seconded by Mr. Irving. The motion passed by a chorus of ayes.

The meeting was closed at 5:35 p.m. and re-opened at 5:54 p.m.

IV. Consideration of DCHFA Final Bond Resolution No. 2021-10 for Liberty Place – Additional Bonds.

Mr. Scott Hutter, Deputy Director, Multifamily Neighborhood Lending & Investments (“MLNI”), presented the transaction to the Board. The MLNI underwriting staff requests the approval of additional bonds from the Board in an amount not to exceed \$3,125,000 to finance the increased cost of the Liberty Place Apartments project (the, “Project”). The actual proposed bond financing is \$2.5 million in short-term bonds. The Agency issued Multifamily Housing Mortgage Revenue Bonds in the total amount of \$16.8 million for the initial closing of the project in June 2018.

The Project is currently over 92 percent (92%) complete, with a targeted completion date of August 18, 2021. The Project was delayed post-closing due to the discovery of an underground District of Columbia Department of Transportation (“DDOT”) electrical duct bank located within the building's footprint. Extensive revisions to the Project plan were required due to complications resulting from the electrical duct bank. This issue resulted in an 18-month delay, which also caused a significant increase in project costs. Additionally, a fire on the rooftop occurred in March 2021. Repair costs associated with the damages from the fire will be paid through insurance proceeds. The Project is currently over 92% completed with a targeted completion date of August 18, 2021.

Due to the unanticipated delays, project costs have increased by approximately \$5.2 million, thereby increasing the total basis to approximately \$38.7 million. As such, the \$16.8 million of additional short-term bond issuance is below 50 percent (50%) of the current aggregate basis.

After the issuance of the additional bonds, approximately 54 percent (54%) of the aggregate basis will be from bond proceeds, allowing the project to pass the 50% test. The proposed loan structure for the additional bonds is an issuance of short-term bonds in an amount not to exceed \$3.125 million that will be purchased by Truist Bank for the project to meet the 50% test. Further, the additional bonds are supported by an increase in District of Columbia Department of Housing and Community Development (“DHCD”) Housing Production Trust Funds (“HPTF”) in the amount of \$1.9 million and low income housing tax credit (“LIHTC”) equity in the amount of \$1 million, among other sources. At conversion, the construction loan will be repaid, and the Project will have a \$7.3 million permanent Freddie Mac mortgage. Other gaps in the project will result in additional sponsor equity in the form of a deferred developer fee.

Mr. Hutter concluded the presentation, introduced members of the development team present on the Zoom call and opened the floor for questions. Mr. Robert Richardson with IBF Development joined the meeting.

Ms. Howard asked Mr. Richardson about the Project's construction progress. Mr. Richardson responded stating that August 18, 2021 is the target date for substantial completion. Mr. Richardson also stated that the development team is working with Washington Gas to resolve a final outstanding issue.

There were no further questions.

Mr. Green called for a vote to approve DCHFA Final Bond Resolution No. 2021-10 for Liberty Place - Additional Bonds. Mr. Irving made a motion to approve the resolution and it was properly seconded by Ms. Howard. Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

V. Other Business.

No other business was discussed.

VI. Executive Director's Report.

There was no Executive Director's Report.

VII. Adjournment.

Mr. Green called for a motion to adjourn the meeting. Ms. Howard made a motion to close the meeting and the motion was properly seconded by Mr. Irving.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 6:04 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on July 23, 2021.

Approved by the Board of Directors on July 27, 2021.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS**

July 27, 2021

5:30 p.m.

Minutes

Public Access via Zoom

Join Zoom Meeting

<https://dchfa.zoom.us/j/81439826821?pwd=dFk0MVRuanptUWdvVEtqVzJKZ2lIUT09>

Meeting ID: 814 3982 6821

Passcode: 033561

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Meeting ID: 814 3982 6821

Find your local number: <https://dchfa.zoom.us/j/81439826821?pwd=dFk0MVRuanptUWdvVEtqVzJKZ2lIUT09>

I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Chairperson, Buwa Binitie, called the meeting to order at 5:31 p.m. and asked the Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. The Board reached a quorum and the meeting continued.

The following members were present via Zoom: Buwa Binitie, Stanley Jackson, Bryan “Scottie” Irving, and Heather Howard.

Mr. Stephen Green was not present at the meeting and had recused himself from the transaction at a previous board meeting.

II. Approval of Minutes from the July 13, 2021, Board Meeting.

A motion was made to approve the minutes from the July 13, 2021, Board meeting by Mr. Irving. The motion was properly seconded by Mr. Jackson.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

III. Vote to close meeting to discuss 17 Mississippi.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors called a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating 17 Mississippi. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Binitie called for a motion to close the meeting. Mr. Jackson made a motion to close the meeting. The motion was properly seconded by Mr. Irving. The motion passed by a chorus of ayes.

The meeting was closed at 5:32 p.m. and re-opened at 5:44 p.m.

IV. Consideration of DCHFA Eligibility Resolution No. 2021-11 for 17 Mississippi.

Mr. John Lawrence, Senior Multifamily Underwriter, Multifamily Neighborhood Lending & Investments ("MLNI"), presented the transaction to the Board. The MLNI underwriting staff requests an inducement approval from the Agency's Board for the issuance of tax-exempt bonds in an amount not to exceed \$11,625,000 to finance a portion of the costs to rehabilitate forty-one (41) units at 17 Mississippi (the "Development" or the "Property" or "Project").

The development team for the project is a joint venture between National Housing Partnership ("NHP") and 17 Mississippi Legacy Member, which is owned by Donahue Peebles III, Senior Associate of Development at the Peebles Corporation and Lloyd Grosklags, Vice President of Asset Management at West End Capital Group. The development team is made up of 17 Mississippi Owner, LLC (the "Owner" or "Borrower"), NHP as the primary guarantor, Hamel Builders as General Contractor, Soto Architecture as the Architect and TM Associates as the Property Manager.

The unit mix will consist of sixteen (16) efficiency units, twelve (12) one-bedroom units and thirteen (13) three-bedroom units. Nine of the proposed units will be permanent supportive housing (“PSH”). The Community Connections of D.C. will provide supportive services for the PSH units. Property amenities will include a rooftop community area, on-site management, an exercise facility, and bike storage. In-unit amenities will include washers and dryers, walk-in closets, and dishwashers.

The capital stack for the development will consist of permanent financing in the amount of \$4,301,000 in DCHFA bonds, \$9,122,817 Department of Housing and Community Development (“DHCD”) Housing Production Trust Fund (“HPTF”) loan, \$8,864,094 in low-income housing tax credit (“LIHTC”) equity, and \$685,000 deferred developer fee. The total cost of development is approximately \$22,973,067 or \$568,000 per unit, inclusive of acquisition cost, hard and soft costs, developer and financing fees, reserves and escrows.

Mr. Lawrence concluded the presentation and opened the floor for questions. Mr. Tim Pryor from the NHP Foundation joined the meeting.

Mr. Pryor gave an update on the status of the overall deal including the construction timeline and closing.

There were no further questions.

Mr. Binitie called for a vote to approve DCHFA Eligibility Resolution No. 2021-11 for 17 Mississippi. Mr. Jackson made a motion to approve the resolution and it was properly seconded by Mr. Irving. Ms. Howard joined the meeting at 5:44pm and was present for the vote.

Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

V. Other Business.

Mr. Donald stated the fiscal year is ending on September 30. Mr. Steven Clinton, Chief Financial Officer, Office of the Chief Financial Officer, stated that he expected for the budget to be presented to the Board in September.

VI. Executive Director’s Report.

Mr. Donald informed the Board that the Agency is currently in the office on a three/two schedule and is working to make sure staff is vaccinated. Mr. Binitie asked if the Agency is working on the same schedule as the Mayor’s office. Mr. Donald stated it was his understanding that city

government employees were in the office on a three/two schedule. He also stated that a mask mandate would remain in place.

VII. Adjournment.

Mr. Binitie called for a motion to adjourn the meeting. Mr. Jackson made a motion to close the meeting and the motion was properly seconded by Mr. Irving.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 5:56 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on August 20, 2021.

Approved by the Board of Directors on August 24, 2021.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS**

August 24, 2021

5:30 p.m.

Minutes

Public Access via Zoom

Join Zoom Meeting

<https://dchfa.zoom.us/j/83586580064?pwd=YnoxSGdoeXEzVkrNNUUo3cGkrWnBFOT09>

Meeting ID: 835 8658 0064

Passcode: 701905

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Meeting ID: 835 8658 0064

Find your local number: <https://dchfa.zoom.us/j/83586580064?pwd=YnoxSGdoeXEzVkrNNUUo3cGkrWnBFOT09>

I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Chairperson, Buwa Binitie, called the meeting to order at 5:38 p.m. and asked the Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. The Board reached a quorum and the meeting continued.

The following members were present via Zoom: Buwa Binitie, Stephen M. Green, and Heather Howard.

Mr. Scottie Irving was not present during the meeting and therefore did not discuss the Hill East transaction and also did not vote on the transaction. Additionally, Mr. Irving recused himself from the Hill East eligibility inducement portion of the transaction at a previous board meeting.

II. Approval of Minutes from the July 27, 2021 board meeting.

A motion was called to approve the minutes of the July 27, 2021 board meeting by Mr. Green. Mr. Binitie made a motion to approve the minutes. The motion was properly seconded by Ms. Howard.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

III. Vote to close meeting to discuss 1530 First Street SW and Hill East.

Pursuant to the District of Columbia Administrative Procedure Act, the Vice Chairperson of the Board of Directors called a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **1530 First Street SW and Hill East**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Green called for a motion to close the meeting. Mr. Binitie made a motion to close the meeting. The motion was properly seconded by Ms. Howard. The motion passed by a chorus of ayes.

The meeting was closed at 5:41 p.m. and re-opened at 6:50 p.m.

IV. Consideration of DCHFA Final Bond Resolution No. 2021-12 for Hill East.

Mr. Ikeogu "IK" Imo, Senior Director, Housing Investment, Multifamily Neighborhood Lending & Investments ("MLNI"), presented the transaction to the Board. The MLNI underwriting staff requests a final bond approval from the Agency's Board for the issuance of tax-exempt bonds in an amount not to exceed \$71,000,000 to finance a portion of the costs for Hill East (the "Development" or the "Property" or "Project"). The project is located in the Hill East neighborhood of Southeast Washington, DC, and adjacent to the Stadium Armory Metro Station of Capitol Hill. The unit mix of the proposed development will be 100 units of permanent supportive housing subsidized by the DC Housing Authority. All units will be restricted to 30% of area median income or less.

The capital stack for the development will consist of permanent financing in the approximate amount of \$53.4 million as a DCHFA Risk-Share First Mortgage Loan, \$17.5 million in low-

income housing tax credit (“LIHTC”) equity, a \$7.1 million seller loan, and just under \$500,000 dollars in deferred developer fee.

The total cost of development is approximately \$78,500,000 or \$785,000 per unit, inclusive of acquisition cost, hard and soft costs, developer and financing fees, reserves and escrows.

The managing member for the sponsor will be Ethel DC, which is comprised of Blue Skye Development and Christopher Donatelli. Christopher Donatelli, Scottie Irving, George Mavrikes, and Scott Whittier will all serve as personal guarantors for the Project. Other members of the development team include McCullough Construction as the general contractor, GTM Architects as the architect, and Kettler Management as the project manager.

Mr. Imo concluded the presentation and opened the floor for questions and introduced Mr. Christopher Early, who joined on behalf of the Borrower. There were no questions and Mr. Donald noted that the Board requested that the loan documents address the Agency’s review and approval rights related to the service provider before the transaction converts. Mr. Christopher Early agreed to the request.

There were no further discussions.

Mr. Green called for a vote to approve DCHFA Final Bond Resolution No. 2021-12 for Hill East. Mr. Binitie made a motion to approve the resolution and it was properly seconded by Ms. Howard.

Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

V. Other Business.

There was no other business.

VI. Executive Director’s Report.

There was no Executive Director’s Report.

VII. Adjournment.

Mr. Green called for a motion to adjourn the meeting. Mr. Binitie made a motion to close the meeting and the motion was properly seconded by Ms. Howard.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 6:56 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on September 16, 2021.

Approved by the Board of Directors on September 16, 2021.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
EMERGENCY SPECIAL MEETING OF THE BOARD OF DIRECTORS**

August 27, 2021

12:00 pm

Minutes

Join Zoom Meeting

<https://dchfa.zoom.us/j/86334526480?pwd=azd3eTZlWmNhTWdXbXNYUDlsSVY2Zz09>

Meeting ID: 863 3452 6480

Passcode: 149828

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Meeting ID: 863 3452 6480

Find your local number: <https://dchfa.zoom.us/j/86334526480?pwd=azd3eTZlWmNhTWdXbXNYUDlsSVY2Zz09>

I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Chairperson, Mr. Buwa Binitie, called the meeting to order at 12:02 p.m. and asked the Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. With five members present, the Board had a quorum and the meeting continued.

The following members were present via Zoom: Mr. Buwa Binitie, Mr. Stephen Green, Mr. Scottie Irving, Mr. Stan Jackson, and Ms. Heather Howard.

II. Vote to close meeting to discuss an MOU with DMPED for River East at Grandview.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors called a vote to close the meeting in order to discuss, establish, or instruct the public body’s staff or negotiating agents concerning the position to be taken in negotiating **an MOU with DMPED for River East at Grandview**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Binitie called for a motion to close the meeting. Ms. Howard made a motion to close the meeting. The motion was properly seconded by Mr. Green. The motion passed by a chorus of ayes.

The meeting was closed at 12:03 p.m. and re-opened at 12:13 p.m.

III. Consideration of DCHFA Resolution No. 2021-03(G) for an MOU with DMPED for River East at Grandview.

Mr. Donald, Executive Director/CEO presented DCHFA Resolution No. 2021-03(G) to the Board. The Agency requests approval to enter into a Memorandum of Understanding (“MOU”) with the District of Columbia Department of Planning and Economic Development (“DMPED”) in order to provide emergency financial assistance to the homeowners of River East at Grandview. The financial assistance will be in the form of a bridge loan to DMPED, in an amount not to exceed \$500,000. Repayment of the loan shall be on or before September 15, 2021.

Mr. Binitie called for a vote to approve DCHFA Resolution No. 2021-03(G) for an MOU with DMPED for River East at Grandview. Mr. Jackson made a motion on the resolution and Mr. Irving properly seconded the motion. Mr. Donald took a poll vote.

The resolution was unanimously approved.

IV. Adjournment.

Mr. Binitie called for a motion to adjourn the meeting. Mr. Binitie made a motion, and that motion was properly seconded by Ms. Howard.

The motion passed by a chorus of ayes.

The meeting was adjourned at 12:15 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on September 16, 2021.

Approved by the Board of Directors on September 16, 2021.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
SPECIAL MEETING OF THE BOARD OF DIRECTORS**

September 16, 2021

5:30 p.m.

Minutes

Public Access via Zoom

Join Zoom Meeting

<https://dchfa.zoom.us/j/88599215313?pwd=OW9ENldHdjB3OE5zUy81QlIrK09Edz09>

Meeting ID: 885 9921 5313

Passcode: 358925

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Meeting ID: 885 9921 5313

Find your local number: <https://dchfa.zoom.us/j/88599215313?pwd=OW9ENldHdjB3OE5zUy81QlIrK09Edz09>

I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Chairperson, Buwa Binitie, called the meeting to order at 5:31 p.m. and asked the Secretary to the Board of

Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. The Board reached a quorum and the meeting continued.

The following members were present via Zoom: Buwa Binitie, Stephen M. Green, Heather Howard, Bryan “Scottie” Irving and Stanley Jackson.

II. Approval of minutes from the August 24, 2021 and August 27, 2021 board meetings.

A motion was called to approve the minutes of the August 24, 2021 and August 27, 2021 board meetings by Mr. Binitie. Mr. Irving made a motion to approve the minutes. The motion was properly seconded by Ms. Howard.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

Mr. Binitie read a statement recusing himself from any discussion of The Clara.

III. Vote to close meeting to discuss 1530 First Street SW.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors called a vote to close the meeting in order to discuss, establish, or instruct the public body’s staff or negotiating agents concerning the position to be taken in negotiating **1530 First Street SW**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Binitie called for a motion to close the meeting. Mr. Jackson made a motion to close the meeting. The motion was properly seconded by Mr. Green. The motion passed by a chorus of ayes.

The meeting was closed at 5:35 p.m. and re-opened at 5:42 p.m.

IV. Consideration of DCHFA Final Bond Resolution No. 2021-13 for 1530 First Street SW.

Mr. John Lawrence, Senior Multifamily Underwriter, Multifamily Neighborhood Lending & Investments (“MLNI”), presented the transaction to the Board. The MLNI team presented its recommendation to authorize the issuance of tax-exempt bonds in an amount not to exceed \$45.7 million for the 1530 First Street SW project, the (“Project”).

The Project is located in the Buzzard Point neighborhood of Southwest Washington, DC, three blocks west of South Capitol Street and Nationals Stadium. The site borders 1550 First Street, SW,

a seventy-six (76) unit affordable apartment community that received bond financing from DCHFA in January 2020. The Project is situated less than 0.1 miles from public bus transportation and less than 0.5 miles from the Navy Yard metro station.

One hundred percent of the one-hundred-one (101) units are low income housing tax credit (“LIHTC”) restricted. Twenty-one (21) units will be restricted to 30% of Area Median Income (“AMI”) or less and will benefit from the local rent subsidy program (“LRSP”) for permanent supportive housing. The other eighty (80) units will be restricted to 50% of Area Median Income (“AMI”) or less.

The capital stack for the development will consist of permanent financing in the approximate amount of \$25,145,000 as a DCHFA Risk-Share First Mortgage Loan; a \$13.1 million housing production trust fund (“HPTF”) loan; \$26.3 million in LIHTC Equity; and approximately \$3.7 million in deferred developer fee. The total development cost is \$68,188,277 (\$675,131/unit).

This transaction is being evaluated as a risk share permanent loan under DCHFA’s HUD 50/50 risk share program. The sponsor has chosen Raymond James as the tax credit investor with credits priced at \$0.935 for every \$1 of federal tax credits. TM Associates Development, as the Sponsor, has received a construction commitment from Boston Capital Finance for a 30-month term. The commitment will cash collateralize the \$38.1 million bond issuance, which will include \$25.1 million in long term tax-exempt bonds, \$7.9 million in short-term tax-exempt bonds and \$5.0 million of short-term taxable bonds. It will also provide an additional \$7,240,103 of conventional construction loan proceeds as bridge financing.

The managing member is TM Jacob 1530 MM LLC, which consists of TM 1530 LLC and UPO Community Development. REBJ, Inc. will be the guarantor of the Project. Other members of the development team include Gilbane Building Company as General Contractor, PGN Architects as Architect, and TM Associates Management as Property Manager.

The effective gross income (“EGI”) is projected to be approximately \$2.1 million in year one assuming 5% economic vacancy. The EGI includes an LRSP contract rent subsidy for twenty-one (21) units from the DC Housing Authority. Annual operating expenses are projected to be approximately \$708,000, resulting in a net operating income (“NOI”) of \$1.392 million in year one of stabilization. The projected NOI supports a permanent mortgage of \$25.145 million of tax-exempt debt with 1.17x amortizing debt service coverage in year one.

Mr. Lawrence concluded the presentation and opened the floor for questions and introduced Mr. Neil Mutreja and Ari Severe, who joined on behalf of the developer. Mr. Mutreja gave a brief overview of the Project. Mr. Jackson asked if the developer expected to hit their target lease-up

date. Mr. Mutreja said they anticipated leases by the end of the year and for leases to stabilize by the May date.

There were no further discussions.

Mr. Binite called for a vote to approve DCHFA Final Bond Resolution No. 2021-13 for 1530 First Street SW. Mr. Green made a motion to approve the resolution and it was properly seconded by Mr. Jackson.

Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

Mr. Buwa Binitie recused himself and left the meeting. Mr. Green continued conducting the meeting in his absence.

V. Vote to close meeting to discuss The Clara.

Pursuant to the District of Columbia Administrative Procedure Act, the Vice Chairperson of the Board of Directors called a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating The Clara. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Green called for a motion to close the meeting. Mr. Jackson made a motion to close the meeting. The motion was properly seconded by Ms. Howard. The motion passed by a chorus of ayes.

The meeting was closed at 5:52 p.m. and re-opened at 5:59 p.m.

VI. Consideration of DCHFA Final Bond Resolution No. 2021-14 for The Clara.

Mr. Scott Hutter, Deputy Director, Multifamily Neighborhood Lending & Investments ("MLNI"), presented the transaction to the Board. The MLNI team presented its recommendation to authorize the issuance of tax-exempt bonds in an amount not to exceed \$26,179,000 for The Clara, the ("Project").

The Project is in the Anacostia neighborhood of Southeast Washington, DC and is three-tenths of a mile from the Anacostia metro station.

The unit mix of the proposed development will be eighty-one (81) units with six (6) efficiencies, twenty-seven (27) one-bedroom units, twenty-four (24) two-bedroom units and twenty-four (24) three-bedroom units. Twenty (20) units, restricted at 30% of AMI, will benefit from a project based LRSP subsidy. The remaining units are unsubsidized and restricted at 50% of AMI. The Project will be constructed as a six-story structure, with two-story concrete podiums on the lower levels and four stories of light wood frame above the podiums. Community amenities will include a business center, central laundry room, a clubhouse, an exercise facility, and on-site management.

The capital stack for the development will consist of a senior Fannie Mae MTEBS loan at \$10.9 million, Department of Housing and Community Development (“DHCD”) funding at \$14 million, LIHTC Equity at \$15.9 million, a deferred developer fee at \$2.46 million, and \$110,000 from a returned commitment fee. The total development cost is \$43.4 million or approximately \$536K/per unit.

The managing member for the sponsor will be The Clara on Martin Luther King Jr. Avenue Managing Member, LLC, which is comprised of Banneker Ventures, Clara Collective LLC, and Medina Life CDC. Omar Karim with Banneker Ventures will serve as guarantor for the Project and lead developer. Medina Life will serve as the non-profit JV sponsor and the Clara Collective is a passive investor entity.

Other members of the development team include Hamel Builders as the general contractor, DP Partners as the architect, and Faria Management as the property manager.

Mr. Hutter concluded the presentation and introduced Omar Karim with Banneker Ventures. Ms. Howard asked when construction is anticipated to start. Mr. Karim responded that construction is expected to start on October 18th and the deal is expected to close on September 29th. Mr. Irving inquired about the general liability insurance levels for the Project. Mr. Karim responded the coverage was \$2 million plus an additional \$10 million umbrella policy. Mr. Karim added that insurance premiums were about \$50,000 a year.

There were no further questions.

Mr. Green called for a vote to approve DCHFPA Final Bond Resolution No. 2021-14 for The Clara. Mr. Jackson made a motion to approve the resolution and it was properly seconded by Ms. Howard.

Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

VII. Other Business.

Mr. Donald announced the second board meeting of the month would be held on September 23, 2021. He also congratulated Agency staff for increasing the risk share portfolio by 75% at the end of the fiscal year.

VIII. Executive Director's Report.

There was no Executive Director's Report.

IX. Adjournment.

Mr. Green called for a motion to adjourn the meeting. Mr. Irving made a motion to close the meeting and the motion was properly seconded by Mr. Jackson.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 6:10 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on October 8, 2021.

Approved by the Board of Directors on October 12, 2021.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
SPECIAL MEETING OF THE BOARD OF DIRECTORS**

September 23, 2021

5:30 p.m.

Minutes

Join Zoom Meeting

<https://dchfa.zoom.us/j/87916391178?pwd=cXRRSTdzVUJGUHdVZDEwbG9PdVZOQT09>

Meeting ID: 879 1639 1178

Passcode: 297276

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Meeting ID: 879 1639 1178

Find your local number: <https://dchfa.zoom.us/j/87916391178?pwd=cXRRSTdzVUJGUHdVZDEwbG9PdVZOQT09>

I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Vice-Chairperson, Mr. Stephen M. Green, called the meeting to order at 5:34 p.m. and asked the Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. The Board reached a quorum and the meeting continued.

The following members were present via Zoom: Mr. Stephen M. Green, Ms. Heather Howard, Mr. Bryan “Scottie” Irving, and Mr. Stanley Jackson.

II. Vote to close meeting.

(A) Vote to close meeting to discuss the Agency’s Fiscal Year 2022 Budget.

Pursuant to the District of Columbia Administrative Procedure Act, Mr. Green called a vote to close the meeting in order to discuss the **Agency’s Fiscal Year 2022 Budget** which includes matters regarding the employment and compensation of government appointees, employees, or officials because an open meeting would adversely affect the employment and compensation related issues affecting the Agency. (D.C. Code §2-575(b)(10)).

(B) Vote to close meeting to discuss **SOME 1515 North Capitol Apartments and Waterfront Station II**.

Pursuant to the District of Columbia Administrative Procedure Act, Mr. Green also called a vote to close the meeting in order to discuss, establish, or instruct the public body’s staff or negotiating agents concerning the position to be taken in negotiating **SOME 1515 North Capitol Apartments and Waterfront Station II**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Green called for a motion to close the meeting. Mr. Jackson made a motion to close the meeting. The motion was properly seconded by Ms. Howard. The motion passed by a chorus of ayes.

The meeting was closed at 5:37 p.m. and re-opened at 6:40 p.m.

III. Consideration of DCHFA Resolution No. 2021-04 (G) for the for the approval of the Agency’s Fiscal Year 2022 Budget.

Mr. Steve Clinton, the Agency’s Chief Financial Officer presented the Agency’s Fiscal Year 2022 Budget. The Agency is seeking the approval of the Fiscal Year 2022 budget, which consists of \$13.7 million in expenses, \$700,000 in capital expenditures, \$20.2 million in revenue, and approximately \$6.6 million in net income. The nature of the revenue is based on a projection of \$250 million of multifamily volume, \$65 million of single-family volume, and steady interest rates

based on the current, low-interest rate environment. The expenses are rooted in increases in the compensation costs and employee benefit costs. DCHFA's professional services account for notable increases in the Agency's budget.

Mr. Clinton opened the floor for questions. Mr. Jackson asked about updated information regarding the status of the Agency's building redevelopment effort. Mr. Donald confirmed that staff will present updated information for the Board in the future. Mr. Green stated the performance of the Agency has been good, however, he has a concern about the increase in professional services costs. He stated that he expects the costs for professional services to decrease in the next fiscal year.

There were no further questions.

Mr. Green called for a vote to approve DCHFA Resolution No. 2021-04 (G) for the approval of the Agency's Fiscal Year 2022 Budget. Mr. Jackson made a motion to approve the resolution and it was properly seconded by Ms. Howard.

Mr. Donald took a poll vote.

The resolution was unanimously approved.

IV. Consideration of DCHFA Final Bond Resolution No. 2021-15 for SOME 1515 North Capitol Apartments.

Mr. Scott Hutter, Deputy Director, Multifamily Neighborhood Lending & Investments ("MLNI"), presented the transaction to the Board. The MLNI team presented its recommendation to authorize the issuance of tax-exempt bonds in an amount not to exceed \$42,000,000 for So Others Might Eat ("SOME") North Capitol Street NE (the, "Project" or "Development"). The Project is in the NoMa neighborhood of Northeast Washington, DC, and it is located a half mile from the NoMa Gallaudet Metro Station, which is on the Red Line.

The Project in total offers one hundred thirty-eight (138) furnished efficiency units and one-bedroom unit. Seventy-five (75) efficiency units will be restricted at thirty percent of area median income ("AMI") and will benefit from a project based Local Rent Supplement Program ("LRSP") subsidy. Sixty-one (61) units will be restricted at 50 percent or below of AMI without an operating

subsidy. Finally, two (2) efficiency units will be for resident night managers and one (1) one-bedroom unit will be for a resident night manager.

The building's management staff will consist of one (1) property manager, one (1) assistant property manager, one (1) administrative assistant, two (2) dedicated porters, and three (3) night managers that will live in the building's staff units.

Each unit will be fully furnished and will include a television. Additionally, units will have a private bathroom and kitchenette, and a refrigerator/freezer and cooktop. Building amenities will include a computer lab, bicycle parking, classroom, fitness room, a full community kitchen, several community rooms for programming, and shared laundry rooms on each floor. Security will include video cameras and access control to the building. SOME will be performing comprehensive resident services including case management, life skills training, assistance with activities of daily living, and assistance with addiction and/or mental health issues.

The capital stack for the Development will consist of a senior Freddie Mac Tax Exempt Loan otherwise known as TEL at \$16.95 million, DC Department of Housing and Community Development ("DHCD") Housing Production Trust Funds ("HPTF") at \$20.3 million, a sponsor loan at \$6 million, a Department of Behavioral Health Grant at \$820,000, low income housing tax credit ("LIHTC") equity at \$20.3 million and a deferred developer fee at \$3.45 million. The sponsor loan is structured as soft debt and will carry a nominal interest rate. The total development cost is \$68.4 million, or approximately \$503,000 per unit.

The sponsor will be SOME. Other members of the development team include Clark Construction Group as the General Contractor, Eric Colbert and Associates as the Architect, and SOME as the Property Manager.

Mr. Hutter concluded the presentation and introduced members of the sponsor team present via the Zoom call: Bobvala Tengen, Senior Project Manager, SOME, Madison Neimer, Assistant Project Manager, and Julia Moran Morton, Chief Housing Development Officer, SOME.

Mr. Hutter opened the floor for questions. Mr. Green asked about the Project's environmental insurance. A discussion followed regarding environmental testing at the Project site due to its proximity to a gas station. Ms. Morton explained that the gas station has moved, and the owners had a requirement to remediate any soil contamination, so the environmental risks are no longer much of a concern. Mr. Jackson asked if the sponsors have met with the DC Department of Energy

and the Environment and informed the sponsors of a concept of the “responsible party provision” that may apply. Ms. Moran responded that there is a requirement for the gas station owners to address any soil contamination and there will be environmental insurance on the Project as secondary protection. Mr. Green asked about the cost on an annual basis for services. Mr. Tengen responded that the sponsors expect to spend between \$1,500 and \$1,800 per unit annually on services.

There were no further questions.

Mr. Green called for a vote to approve DCHFA Final Bond Resolution No. 2021-15 for SOME 1515 North Capitol Apartments. Mr. Irving made a motion to approve the resolution and it was properly seconded by Ms. Howard.

Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

V. Consideration of DCHFA Final Bond Resolution No. 2021-16 for Waterfront Station II.

Linda Hartman, MLNI Multifamily Loan Underwriter, presented the transaction to the Board. The MLNI team presented its recommendation to authorize the issuance of tax-exempt bonds in an amount not to exceed \$18,750,000 for Waterfront Station II (the, “Project” or “Development”). The Project is in the Southwest neighborhood of Washington, DC, and it is located less than 0.1 miles from the Waterfront Metro Station, which is on the Green Line.

The Project in total offers four hundred fort-nine (449) mixed-income units and ground floor retail space. It consists of Waterfront Station, Waterfront Station II, and a 28,000-square-foot ground floor retail space. The residential components of the project consist of a legally separated market rate project, nine percent low income housing tax credit (“LIHTC”) project, and four percent LIHTC project. DCHFA is financing the four percent LIHTC project.

The property will offer stainless steel kitchen appliance packages, dishwashers, and washers and dryers in its residential units. Site amenities will include a co-working area, entertainment lounge, courtyard lounge, fitness center, swimming pool, grills, and rooftop deck. There is an easement that will allow all tenants in the four percent and nine percent LIHTC units to access all site amenities.

The overall development consists of four hundred forty-nine (449) residential units. The unit mix of the proposed four percent project will be ninety-four (94) units with twenty-four (24) efficiencies, sixty-three (63) one-bedroom units, and seventy-four (74) two-bedroom units. All of the units are unsubsidized, and they are restricted at thirty and fifty percent of the area median income (“AMI”).

The capital stack for the Development will consist of a senior Fannie Mae Multifamily Tax-Exempt Mortgage, also known as M.TEM, at \$3.8 million, Sponsor Loan at \$18.5 million, and LIHTC equity at \$10.1 million. The sponsor loan is structured as soft debt and will carry no interest. The total development cost is \$32.5 million, or approximately \$346,000 per unit.

The sponsor team for the entire project will consist of Lamont Hoffman of Hoffman & Associates, AHC Incorporated, City Partners, and Paramount Development. The four percent LIHTC entity will consist of AHC Incorporated as the managing member and developer and The Richman Group as the LIHTC equity investor. Other members of the development team include Clark Construction Group as the General Contractor, Torti Gallas Urban, Inc. as the Architect, and Bozzuto as the Property Manager.

Ms. Hartman concluded her presentation and introduced members of the sponsor team present on the Zoom call: Alan Goldstein with AHC, Ryan Dring, Senior Manager of Capital and Asset Management with Hoffman and Associates, and Meri Baroni Development Manager with Hoffman and Associates.

Ms. Hartman opened the floor for questions. Mr. Green asked for confirmation of the sponsor loan amount. Mr. Hutter responded that the sponsor loan amount is \$18.5 million. Mr. Goldstein confirmed the sponsor loan amount and explained that the Project will not be utilizing HPTF. Discussion continued regarding cross subsidizing the affordable units with resources from the market rate component.

There were no further questions.

Mr. Green called for a vote to approve DCHFA Final Bond Resolution No. 2021-16 for Waterfront Station II. Mr. Irving made a motion to approve the resolution and it was properly seconded by Ms. Jackson.

Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

VI. Other Business.

There was no other business.

VII. Executive Director's Report.

There was no Executive Director's report.

VIII. Adjournment.

Mr. Green called for a motion to adjourn the meeting. Mr. Irving made a motion to adjourn the meeting and the motion was properly seconded by Mr. Jackson.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 7:11 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on October 8, 2021.

Approved by the Board of Directors on October 12, 2021.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS**

October 12, 2021

5:30 p.m.

Minutes

Join Zoom Meeting

<https://dchfa.zoom.us/j/85190671091?pwd=czBWNTVrM28rOFFNWHM5Z0V1ZW1ZUT09>

Meeting ID: 851 9067 1091

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I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Vice-Chairperson, Mr. Stephen M. Green, called the meeting to order at 5:35 p.m. and asked the Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. The Board reached a quorum and the meeting continued.

The following members were present via Zoom: Mr. Stephen M. Green, Ms. Heather Howard, and Mr. Bryan “Scottie” Irving.

II. Approval of minutes from the September 16, 2021 and September 23, 2021 Special Board Meetings.

A motion was called to approve the minutes of the September 16, 2021 and September 23, 2021 special board meetings by Mr. Green. Ms. Howard made a motion to approve the minutes. The motion was properly seconded by Mr. Irving. Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

Mr. Binitie was not present at the Board meeting and formally recused himself from any discussion or voting related to the Cascade Park transaction.

III. Vote to close meeting.

Vote to close meeting to discuss **Hanover Courts and Tivoli Gardens Supplemental, a contract renewal with Goldblatt Martin Pozen, and Cascade Park Apartments.**

Pursuant to the District of Columbia Administrative Procedure Act, Mr. Green called a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Hanover Courts and Tivoli Gardens Supplemental, a contract renewal with Goldblatt Martin Pozen, and Cascade Park Apartments.** An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Green called for a motion to close the meeting. Ms. Howard made a motion to close the meeting. The motion was properly seconded by Mr. Irving. The motion passed by a chorus of ayes.

The meeting was closed at 5:38 p.m. and re-opened at 6:09 p.m.

Mr. Stanley Jackson entered the meeting at the beginning of the close portion.

IV. Consideration of DCHFA Eligibility Resolution No. 2021-17 for Hanover Courts and Tivoli Gardens Supplemental.

Mr. Scott Hutter, Deputy Director, Multifamily Neighborhood Lending & Investments ("MLNI"), presented the transaction to the Board. The MLNI team presented its recommendation to authorize the issuance of tax-exempt bonds in an amount not to exceed \$2,500,000 to finance the increased

costs for the Hanover Courts and Tivoli Gardens project (the “Project” or “Development”). The Agency issued Multifamily Housing Mortgage Revenue Series 2020 Bonds in an amount of \$16,900,000 for the initial close of the Project in January 2020.

The project is an acquisition rehabilitation of Hanover Courts and Tivoli Gardens. The standard site development has a twinning structure, and that consists of a nine percent (9%) and a four percent (4%) project. DCHFA is financing the four percent (4%) project only. The unit mix of the four percent (4%) project includes forty-nine (49) one-bedroom units, thirty-three (33) two-bedroom units, and eight (8) three-bedroom units for a total of ninety (90) units. Additionally, the four percent (4%) project will consist of eight (8) units restricted at thirty percent (30%) of the area median income (“AMI”) or below, twenty-nine (29) units restricted at fifty percent (50%) AMI or below, and fifty-three (53) units restricted at sixty percent (60%) of AMI or below. Of the eight (8) units restricted at thirty percent (30%) AMI or below, four (4) units will receive a local grant supplement program subsidy with permanent supportive housing wraparound services.

The development team is a partnership of Manna Incorporated, TM Associates Incorporated, and EquityPlus Manager LLC. Due to the unanticipated delays and cost overruns, the project costs have increased by \$2 million dollars, thereby increasing the total basis to \$34.3 million dollars for the Project. As such, the \$16.9 million dollars of initial short-term bonds is below the fifty percent test.

The proposed structure for the additional bonds is the issuance of short-term bonds in an amount not to exceed \$2.5 million dollars. The short-term bonds will be cash collateralized by a HUD 221(d)(4) construction loan. The additional bonds are supported by an increase in federal and DC low-income housing tax credits, as well as a Federal Home Loan Bank grant. The DC Department of Housing and Community Development funds proceeds decreased by \$1 million from the initial financing due to the presence of new sources of funds.

Mr. Hutter introduced Avram Fechter from EquityPlus Manager LLC and opened the floor for questions. Mr. Fechter stated that the project does not want to trigger the fifty percent test and included that the building has been reconfigured to fit the household sizes that are already in the building, resulting in less overcrowding.

Mr. Green asked Mr. Fechter to confirm that more debt will be issued but it will be paid off once the Project converts from short term to long term. Mr. Fechter confirmed in the affirmative. Ms. Howard inquired about the PEPCO approval. Mr. Fechter responded that the Project received approval last week.

There were no further questions.

Mr. Green called for a vote to approve DCHFA Eligibility Resolution No. 2021-17 for Hanover Courts and Tivoli Gardens Supplemental. Mr. Jackson made a motion to approve the resolution and it was properly seconded by Ms. Howard.

Mr. Donald took a poll vote.

The resolution was unanimously approved.

Mr. Donald noted for the record that Chairperson Buwa Binitie is affiliated with Cascade Park Apartments and was not present for the meeting, has not participated in any discussion regarding the Project, and will not vote on the Project.

V. Consideration of DCHFA Eligibility Resolution No. 2021-18 for Cascade Park Apartments.

Mr. James Holley-Grisham, Senior Multifamily Loan Analyst, Multifamily Neighborhood Lending & Investments (“MLNI”), presented the transaction to the Board. The MLNI team presented its recommendation to authorize the issuance of tax-exempt bonds in an amount not to exceed \$12,535,000 for Cascade Park (the “Project” or “Development”). The Project is in the Washington Highlands neighborhood of Southeast Washington, DC and 1.8 miles from the Congress Heights Metro Station, which is on the Green Line.

The unit mix of the proposed Development will be fifty-nine (59) units with two (2) efficiency units, twenty (20) one-bedroom units, twenty (20) two-bedroom units, eleven (11) three-bedroom units, and six (6) four-bedroom units. Nine (9) units will be restricted to thirty percent (30%) of AMI or will benefit from a project based local rent supplement program (“LRSP”) subsidy. The remaining units are unsubsidized and restricted to eighty percent (80%) of AMI or below. Community amenities will include community spaces, laundry facilities, a children’s play area, and on-site management with robust resident services.

The capital stack for the Development will consist of a Senior Wells Fargo Loan at \$5.4 million dollars, DHCD funding at \$9 million dollars, federal low-income housing tax credit (“LIHTC”)

equity at \$6.5 million dollars, DC LIHTC equity at \$1.1 million dollars, a deferred developer fee of \$774,000 dollars, and \$500,000 dollars from a Federal Home Loan Bank (“FHLB”) grant. The total development cost is \$23.49 million dollars or \$400,000 dollars per unit.

The managing member for the Sponsor will be Cascade Park Managing Partners II, LLC, which is comprised of Dantes Partners, The Crosby Family Trust, and H Street CDC, LLC. Dantes Partners will serve as Guarantor for the Project and lead developer. H Street CDC, LLC will serve as the non-profit JV sponsor and The Crosby Family Trust is a passive investor entity.

Other members of the development team include Hamel Builders as the General Contractor, Miner Feinstein as the Architect, and Faria Management as the Property Manager.

Mr. Grisham concluded the presentation and introduced Joel Patterson from Dantes Partners via the Zoom call.

Mr. Grisham opened the floor for questions. Ms. Howard stated that the Project has some environmental concerns and expects the budget to reflect the ability to address those concerns. Mr. Patterson stated that the Project will account for remediation issues. Mr. Green asked Mr. Patterson to address the relocation plan. Mr. Patterson responded the relocation plan consists of in-place relocation with temporary units that will be available in all five (5) of the buildings and that ninety percent (90%) of the residents will remain on-site in temporary vacant units during the renovation process. Mr. Jackson inquired about the number of current vacancies in the building. Mr. Patterson responded that the property is currently thirty percent (30%) vacant, which translates into forty (40) vacant units across all five (5) properties. Mr. Green asked about the amenities that will be available for the Project. Mr. Patterson responded that there is a current memorandum of understanding with the United Planning Organization (“UPO”) to provide resident services and that there will be a separate contract through the LRSP program to provide services to the nine (9) permanent supportive housing units. Mr. Green also asked how much the UPO services are expected to cost. Mr. Patterson responded that \$20,000 annually will be provided for social services, which will include training opportunities, financial literacy programs, employment training, and a host of other services offered through UPO.

There were no further questions.

Mr. Green called for a vote to approve DCHFA Eligibility Resolution No. 2021-18 for Cascade Park Apartments. Mr. Jackson made a motion to approve the resolution and it was properly seconded by Ms. Howard.

Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

VI. Consideration of DCHFA Resolution No. 2021-05(G) for the renewal of a contract with Goldblatt Martin Pozen.

Mr. Michael L. Hentrel, General Counsel, presented the contract renewal to the Board. In 2013, the District of Columbia Housing Finance Agency (the “Agency”) selected Goldblatt Martin Pozen to serve as outside legal counsel to the Agency’s Board of Directors. Mr. Thorn Pozen has provided timely and effective legal services to the Board of Directors. The Agency desires to renew Mr. Pozen’s yearly contract. The contract will be for an hourly rate of \$425 and not to exceed a monthly amount of \$4500. The Agency recommends the Board approve the renewal of a contract with Goldblatt Martin Pozen for one (1) year for an hourly rate of \$425 and not to exceed a monthly amount of \$4500.

Mr. Hentrel opened the floor to questions. Mr. Green requested confirmation that the hourly rate and month cap are the same as the contract from the previous fiscal year. Mr. Hentrel responded in the affirmative. There were no further questions.

Mr. Green called for a vote to approve DCHFA Resolution No. 2021-05(G) for a contract renewal with Goldblatt Martin Pozen. Ms. Howard made a motion to approve the resolution and it was properly seconded by Mr. Jackson.

Mr. Donald took a poll vote.

The resolution was unanimously approved.

VII. Other Business

Mr. Donald informed the Board that Ms. Keami Estep, Director of Procurement, would provide an update on the 815 Florida Avenue NW redevelopment process.

Ms. Estep stated that the Agency is currently evaluating proposals that have been submitted by the development team partners. The packages are being evaluated and the Agency expects to present a recommendation to the Executive Director in November 2021 with the desire to present to the Board in December 2021. Mr. Green recommended that the Board be provided with at least a summary of all of the proposals submitted.

Mr. Donald re-introduced the Agency’s newest staff member, Ms. Linda Hartman.

VIII. Executive Director's Report.

There was no Executive Director's report.

IX. Adjournment.

Mr. Green called for a motion to adjourn the meeting. Ms. Howard made a motion to adjourn the meeting and the motion was properly seconded by Mr. Jackson.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 6:36 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on November 5, 2021.

Approved by the Board of Directors on November 9, 2021.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS**

November 9, 2021

5:30 p.m.

Minutes

Join Zoom Meeting

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I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Vice-Chairperson, Mr. Stephen M. Green, called the meeting to order at 5:33 p.m. and asked the Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. The Board reached a quorum and the meeting continued.

The following members were present via Zoom: Mr. Stephen M. Green, Ms. Heather Howard, and Mr. Bryan “Scottie” Irving.

II. Approval of minutes from the October 12, 2021 Board meeting.

A motion was called to approve the minutes of the October 12, 2021 board meeting by Mr. Green. Ms. Howard made a motion to approve the minutes. The motion was properly seconded by Mr. Irving. Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

III. Vote to close meeting.

Vote to close meeting to discuss **Terrace Manor**.

Pursuant to the District of Columbia Administrative Procedure Act, Mr. Green called a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Terrace Manor**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Green called for a motion to close the meeting. Ms. Howard made a motion to close the meeting. The motion was properly seconded by Mr. Irving. The motion passed by a chorus of ayes.

The meeting was closed at 5:35 p.m. and re-opened at 5:48 p.m.

IV. Consideration of DCHFA Eligibility Resolution No. 2021-19 for Terrace Manor.

Ms. Linda Hartman, Multifamily Loan Underwriter, Multifamily Neighborhood Lending & Investments ("MLNI"), presented the transaction to the Board. The MLNI team recommends the authorization of the issuance of tax-exempt bonds in an amount not to exceed \$36.990 million for Terrace Manor (the, "Project").

The Project is in the Randle Heights neighborhood of Ward 8 in Southeast Washington, DC. It is located approximately 0.7 miles from the Southern Avenue metro station, which services the Green Line. The metro station is not easily accessible by foot; however, it is accessible by Bus Route 32. The Project site is located within 0.1 miles of the Route 32 bus stop.

The Project will be a new construction development with one hundred thirty (130) units. The unit mix of the proposed Project will consist of seventy-five (75) one-bedroom, forty-seven (47) two-bedroom, and eight (8) three-bedroom units. It will replace the sixty-one (61) units at the former Terrace Manor development, as well as create sixty-nine (69) new units in the market. Fourteen

(14) units at the Project will be restricted at 30 percent of area median income (“AMI”). The 30 percent AMI units will operate with the Local Rent Supplement Program (“LRSP”) subsidies from the District of Columbia Housing Authority (“DCHA”). The supportive services for these units will be paid by District of Columbia Department of Human Services (“DHS”). Additionally, the Project will also offer one hundred sixteen (116) unsubsidized units restricted at 50 and 60 percent of AMI.

Property amenities will include free garage parking spaces, bike storage spaces, community room/business center, 24-hour front desk, fitness center, elevators, various resident services, and on-site management. Resident services will include free shuttle service and access to the Village of Parkland Splash Park, which is owned by WC Smith. The security amenities, in addition to the 24-hour front desk, will include a buzzer intercom system, limited access, perimeter fencing, and video surveillance. In-unit amenities will include blinds, central air-conditioning, coat closets, dishwashers, garbage disposals, microwaves, ovens, refrigerators, and in-unit washer/dryers.

This transaction is being evaluated as a risk share permanent loan under DCHFA’s HUD 50/50 Risk Share program. The capital stack for the Project will consist of permanent financing in the approximate amount of \$18.985 million as a DCHFA Risk-Share First Mortgage Loan, a \$16.538 million DHCD Housing Production Trust Fund loan, \$26.182 million in federal low income housing tax credit (“LIHTC”) equity, \$4.652 million of the District of Columbia LIHTC equity, and \$17,000 in Deferred Developer Fee. The total development cost is \$66.375 million, or \$511,000 per unit, inclusive of acquisition debt repayment, hard and soft costs, developer and financing fees, reserves and escrows. The federal LIHTC equity investor is Wells Fargo Affordable Community Lending and Investment.

The sponsor team for the entire project will consist of WC Smith and Anacostia Economic Development Corporation (“AEDC”). The general partner is Terrace Manor GP LLC. It consists of AEDC Terrace Manor LLC, the managing member (“Managing Member”), WCS Group Terrace Manor Investment LLC, and Smith Terrace Manor Investment LLC. WC Smith will be the guarantor of the Project. Other members of the development team consist of WCS Construction, LLC as General Contractor, Stoiber + Associates as Architect, and WC Smith as Property Manager.

Ms. Hartman introduced members of the sponsor team present via the Zoom call and opened the floor for questions: Sarra Mohamed, Allison Ritz, Xavier Rathlev, Clare McCabe, and Ryan Lepine with WC Smith; Monica Jackson, President of the Terrace Manor Tenant Association; and Oke Anyaegbunam with AEDC.

There were no questions.

Mr. Green called for a vote to approve DCHFA Eligibility Resolution No. 2021-19 for Terrace Manor. Mr. Irving made a motion to approve the resolution and it was properly seconded by Ms. Howard.

Mr. Donald took a poll vote since the Agency is committing volume cap.

The resolution was unanimously approved.

Mr. Donald noted for the record that Board member Mr. Stanley Jackson is affiliated with the Terrace Manor project and is recused. Mr. Jackson was not present for the meeting and has not participated in any discussion regarding the Project and will not vote on the Project.

V. Vote to close meeting.

Vote to close meeting to discuss **7428 Georgia Avenue**.

Pursuant to the District of Columbia Administrative Procedure Act, Mr. Green called a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **7428 Georgia Avenue**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Green called for a motion to close the meeting. Ms. Howard made a motion to close the meeting. The motion was properly seconded by Mr. Irving. The motion passed by a chorus of ayes.

The meeting was closed at 5:58 p.m. and re-opened at 6:09 p.m.

VI. Consideration of DCHFA Eligibility Resolution No. 2021-20 for 7428 Georgia Avenue.

Mr. James Holley-Grisham, Senior Multifamily Loan Analyst, Multifamily Neighborhood Lending & Investments (“MLNI”), presented the transaction to the Board. The MLNI team presented its recommendation to authorize the issuance of tax-exempt bonds in an amount not to exceed \$15,160,000 for 7428 Georgia Avenue Apartments (the “Project” or “Development”). The Project is in the Shepherd Park neighborhood of Northwest Washington, DC and is 0.8 miles away from the Takoma Metro Station on the Red Line.

The unit mix of the proposed Development will be sixty-six (66) units with ten (10) efficiency units, thirty-four (34) one-bedroom units, two (2) two-bedroom units, and twenty (20) three-bedroom units. Thirteen (13) units restricted at 30 percent of AMI will benefit from a project based LRSP subsidy. Community amenities include a bike storage, a club room, a fitness room, and on-site management with robust resident services.

The capital stack for the Development will consist of a senior JP Morgan Chase loan at \$8.4 million, DHCD HPTF funding at \$11 million, federal LIHTC equity at \$8.2 million, District of Columbia LIHTC equity at \$1.6 million, a Deferred Developer Fee at \$1 million, and a \$875,000 Seller Takeback Note. The total Development cost is \$31.7 million or approximately \$481,000 per unit.

The managing member for the Sponsor will be Shepherd Park MM, LLC whose sole member is Lock 7 Development, LLC. David Gorman and Patrick Conway, the Principals of Lock 7 Development, will serve as Guarantors for the Project and lead developers.

Other members of the development team include Hamel Builder’s, Inc. as the General Contractor, Torti Gallas Urban, LLC as the Architect, and Residential One as the Property Manager.

Mr. Grisham concluded the presentation and introduced members of the sponsor team present via the Zoom call: Patrick Conway with Lock 7 and Jordan Bishop with Audubon Enterprises.

Mr. Grisham opened the floor for questions. There were no questions.

Mr. Green called for a vote to approve DCHFA Eligibility Resolution No. 2021-20 for 7428 Georgia Avenue. Mr. Irving made a motion to approve the resolution and it was properly seconded by Ms. Howard.

Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

VII. Other Business

Mr. Donald presented an analysis to the Board regarding development and construction costs of multifamily projects financed by the Agency. Mr. Donald stated that project costs have increased, and the multifamily team is researching the factors behind the rising costs. Mr. Irving thanked Mr. Donald for sharing the information and noted that the higher costs are a result of the pandemic and material construction costs.

VIII. Executive Director's Report.

There was no Executive Director's report.

IX. Vote to close meeting to consult with an attorney.

Pursuant to the District of Columbia Administrative Procedure Act, Mr. Green called a vote to close the meeting in order to consult with an attorney to obtain legal advice and to preserve the attorney-client privilege between an attorney and a public body, or to approve settlement agreements; provided, that, upon request, the public body may decide to waive the privilege. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(4)(A)).

Mr. Green called for a motion to close the meeting. Mr. Irving made a motion to close the meeting. The motion was properly seconded by Ms. Howard. The motion passed by a chorus of ayes.

Agency staff exited the Zoom meeting.

The meeting was closed at 6:19 p.m. and re-opened at 6:44 p.m.

X. Adjournment.

Mr. Green called for a motion to adjourn the meeting. Mr. Irving made a motion to adjourn the meeting and the motion was properly seconded by Ms. Howard.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 6:46 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on November 24, 2021.

Approved by the Board of Directors on November 30, 2021.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
SPECIAL MEETING OF THE BOARD OF DIRECTORS**

November 30, 2021

5:30 p.m.

Minutes

Join Zoom Meeting

<https://dchfa.zoom.us/j/83033209506?pwd=NkJ5M25wZHcyOC9KV3RyeGI4OVR5UT09>

Meeting ID: 830 3320 9506

Passcode: 289177

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I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Vice-Chairperson, Mr. Stephen M. Green, called the meeting to order at 5:37 p.m. and asked the Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. The Board reached a quorum and the meeting continued.

The following members were present via Zoom: Mr. Stephen M. Green, Mr. Bryan “Scottie” Irving, Ms. Heather Howard and Mr. Stanley Jackson.

DCHFAs Board chairperson, Heather Howard, joined the meeting via Zoom at 5:45 p.m. during the closed session.

II. Approval of minutes from the November 9, 2021 board meeting.

A motion was called to approve the minutes of the November 9, 2021 board meeting by Mr. Green. Mr. Irving made a motion to approve the minutes. The motion was properly seconded by Mr. Jackson. Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

III. Vote to close meeting.

Vote to close meeting to discuss **Kenilworth 166**.

Pursuant to the District of Columbia Administrative Procedure Act, Mr. Green called a vote to close the meeting in order to discuss, establish, or instruct the public body’s staff or negotiating agents concerning the position to be taken in negotiating **Kenilworth 166**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Green called for a motion to close the meeting. Mr. Irving made a motion to close the meeting. The motion was properly seconded by Mr. Jackson. The motion passed by a chorus of ayes. The meeting was closed at 5:39 p.m. and re-opened at 6:33 p.m.

IV. Consideration of DCHFAs Final Bond Resolution No. 2021-21 for Kenilworth 166.

Mr. Scott Hutter, Deputy Director, Multifamily Neighborhood Lending & Investments (“MLNI”), was prepared to present the transaction to the Board. The MLNI team recommended the authorization of the issuance of tax-exempt bonds in an amount not to exceed \$52.4 million for Kenilworth 166 (the “Project”).

Due to concerns about the transaction, Mr. Hutter did not provide a presentation, and instead the Board of Directors went directly into questions. The members of the sponsor team present via the Zoom call were the following: Ken Crawford, Christopher Earley, Joe DiSalvo, and Andre Gould on behalf of the developer.

Mr. Donald indicated that the Board had some concerns about the structure, and the holding place for Mr. Warren Williams. Mr. Donald asked the developer to provide additional information regarding how the deal is structured, specifically as it relates to a situation wherein a Certified Business Entity (“CBE”) is not present in the transaction and is supposed to be fulfilling certain roles and responsibilities. Mr. Donald also stated that the transaction will not be considered for approval and will be tabled until the Board of Directors can get more comfortable with the transaction.

Mr. Ken Crawford responded that there has been a partnership with the Warrenton Group since approximately 2012 and the procurement was through the District of Columbia Housing Authority (“DCHA”) to perform development work. Mr. Crawford stated that this past spring, the final pieces on the managing member agreement were being put in place wherein the agreement was expected to be among the Warrenton Group, DCHA, and the Michaels Development Group. Mr. Crawford stated that the development team subsequently lost contact with Mr. Williams, and Mr. Williams ceased participating in the transaction. In the absence of Mr. Williams, the developer created a stand-in entity structure that allowed Mr. Williams to enter the partnership at a later date and therefore be allowed to fulfill the responsibilities that Mr. Williams has under the existing managing member agreement. The developer also put in place a new construction manager, Gina Merritt.

Mr. Donald asked whether Mr. Williams will be able to return to the partnership if the capital partners do not clear him. Mr. Early responded that the clearing process is a function of Mr. Williams providing standard due diligence items such as financials and organizational documents.

Mr. Jackson requested additional information as it relates to deliverables that will need to be completed, how compliance will be maintained, and how those items intersect with an escrow account that has been set up for Mr. Williams.

Mr. Crawford responded that there is in fact an escrow account set up for Mr. Williams and that there is a desire to respect his position in the partnership, including the original anticipated compensation.

Mr. Donald informed the Michaels Development Group that the Board would not consider the transaction this evening and would consider it when additional information is provided to the Agency.

The Board did not vote on the transaction.

VII. Other Business

There was no other business.

VIII. Executive Director's Report.

There was no Executive Director's report.

X. Adjournment.

Mr. Green called for a motion to adjourn the meeting. Mr. Jackson made a motion to adjourn the meeting and the motion was properly seconded by Mr. Irving.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 6:56 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on December ___, 2021.

Approved by the Board of Directors on January ___, 2022.

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
SPECIAL MEETING OF THE BOARD OF DIRECTORS**

December 17, 2021

12:00 p.m.

Minutes

Join Zoom Meeting

<https://dchfa.zoom.us/j/86812544969?pwd=MU9kdCtCQ3JiTmhVMC96dU0vVXcwZz09>

Meeting ID: 868 1254 4969

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+1 253 215 8782 US (Tacoma)

Meeting ID: 868 1254 4969

Find your local number: <https://dchfa.zoom.us/u/ker8lUsyscE>

I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Chairperson, Mr. Buwa Binitie, called the meeting to order at 12:02 p.m. and asked the Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. The Board reached a quorum and the meeting continued.

The following members were present via Zoom: Mr. Buwa Binitie, Mr. Stephen M. Green, Ms. Heather Howard, and Mr. Bryan “Scottie” Irving.

II. Approval of minutes from the December 8, 2021 board meeting.

A motion was called to approve the minutes of the December 8, 2021 board meeting by Mr. Binitie. Ms. Howard made a motion to approve the minutes. The motion was properly seconded by Mr. Irving. Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

Mr. Green made a statement on the record recusing himself from any discussion or vote pertaining to Kenilworth 166.

III. Vote to close meeting to discuss Hanover Courts/Tivoli Gardens.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors called a vote to close the meeting in order to discuss, establish, or instruct the public body’s staff or negotiating agents concerning the position to be taken in negotiating **Hanover Courts/Tivoli Gardens**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Binitie called for a motion to close the meeting. Ms. Howard made a motion to close the meeting. The motion was properly seconded by Mr. Irving. The motion passed by a chorus of ayes.

The meeting was closed at 12:11 p.m. and re-opened at 12:21 p.m.

IV. Consideration of DCHFA Final Bond Resolution No. 2021-21 for Hanover Courts/Tivoli Gardens.

Mr. Scott Hutter, Deputy Director, Multifamily Neighborhood Lending & Investments (“MLNI”), presented the transaction to the Board. The MLNI team recommends the authorization of the issuance of tax-exempt bonds in an amount not to exceed \$2.5 million for Hanover Courts/Tivoli Gardens (“Project”). The Agency issued Multifamily Housing Mortgage Revenue Series 2020 Bonds in January 2020.

The Project is the acquisition and rehabilitation of Hanover Courts and Tivoli Gardens. The scattered site development has a twinning structure and, thus it consists of a 9% project and 4% project. DCHFA is financing the 4% project only. The unit mix of the 4% project includes forty-nine (49) one-bedroom units, thirty-three (33) two-bedroom units, and eight (8) three-bedroom units for a total of ninety (90) units. Additionally, the 4% project will consist of eight

(8) units restricted at the thirty percent (30%) AMI level, twenty-nine (29) units restricted at the fifty percent (50%) AMI level, and fifty-three (53) units restricted at the sixty percent (60%) AMI level. Of the eight (8) units restricted at the thirty percent (30%) AMI level, four (4) will receive Local Rent Supplemental Program (“LRSP”) subsidies with Permanent Supportive Housing (“PSH”) wrap-around services.

The proposed loan structure for the additional bonds is an issuance of short-term bonds in an amount not to exceed \$2.5 million for the Project to meet the fifty percent (50%) test. The short-term bonds will be cash collateralized by a HUD 221 (d)(4) construction loan. The additional bonds are supported by an increase in federal and DC low-income housing tax credits (“LIHTC”) equity and a Federal Home Loan Bank (“FHLB”) grant of \$500,000. Funds from the Department of Housing and Community Development (“DHCD”) Housing Production Trust Fund (“HPTF”) proceeds decreased by approximately \$1.0 million from initial financing, with the presence of the additional LIHTC equity and FHLB grant.

As of December 2021, the Project is mostly complete. The only remaining task is waterproofing the basement of Tivoli Gardens. The placed in service date is projected for late December 2021 to early January 2022.

Due to extensions in the project schedule and change orders, project costs have increased by approximately \$2.0 million. This has increased the total basis of the Project to \$34.3 million.

The development team is a partnership of Manna Inc., TM Associates Inc., and EquityPlus Manager, LLC.

Mr. Hutter concluded his presentation and introduced Avi Fetcher from the sponsor team present via Zoom and opened the floor for questions.

There were no questions.

Mr. Binitie called for a vote to approve DCHFA Final Bond Resolution No. 2021-21 for Hanover Courts/Tivoli Gardens. Mr. Irving made a motion to approve the resolution and it was properly seconded by Ms. Howard.

Mr. Donald took a poll vote since the Agency is committing volume cap.

The resolution was unanimously approved.

V. Vote to close meeting to discuss Kenilworth 166.

Pursuant to his statement earlier in the meeting, Mr. Green did not join the closed session and did not participate in any discussion regarding Kenilworth 166. He exited the Zoom meeting during the open session before the discussion and vote.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors called a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Kenilworth 166**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Binitie called for a motion to close the meeting. Mr. Irving made a motion to close the meeting. The motion was properly seconded by Ms. Howard. The motion passed by a chorus of ayes.

The meeting was closed at 12:28 p.m. and re-opened at 1:18 p.m.

VI. Consideration of DCHFA Final Bond Resolution No. 2021-23 for Kenilworth 166.

Mr. Scott Hutter, Deputy Director, Multifamily Neighborhood Lending & Investments ("MLNI"), presented the transaction to the Board. The MLNI team presented its recommendation to authorize the issuance of tax-exempt bonds in an amount not to exceed \$52.5 million for Kenilworth 166 (the "Project" or "Development"). The Project is located in the Kenilworth Lilyponds neighborhood of Northeast Washington, DC and is three-tenths of a mile away from the Deanwood Metro Station.

The Development will be one hundred sixty-six (166) units located within a forty-two-unit midrise four-story elevator-serviced senior building, a sixty-five (65) unit midrise four-story building, forty-four (44) townhomes and fifteen (15) stacked townhome flats.

Forty (40) units will be restricted at thirty percent (30%) AMI and one hundred twenty-six (126) units will be restricted at fifty percent (50%) AMI. Seventeen (17) units are set aside as Permanent Supportive Housing ("PSH") and will also receive Local Rent Supplement Program ("LRSP") subsidies. Of the seventeen (17) PSH units, seven (7) will be senior tenancy. One hundred one (101) units will operate with Rental Assistance Demonstration ("RAD") subsidy. Finally, forty-eight (48) units will be restricted at fifty percent (50%) AMI and will operate without any project-based subsidy.

In-unit amenities will include stainless steel appliances, gas range/ovens, refrigerator, garbage disposal, dishwasher, built-in microwave, and a washer/dryer in each unit. Select units will include a private patio or balcony area.

Community amenities will include a business center/computer lab, resident lounge/community room, clubhouse, fitness center, central laundry, on-site management, and recreation area.

Additionally, the Project will offer a fresh food market. This space has been offered to a local grocer rent free and is considered a 2,980 square foot Community Service Facility, which is included in low-income housing tax credit (“LIHTC”) eligible basis.

The capital stack for the Development will consist of permanent financing in the approximate amount of \$20,811,000, a \$16,973,133 Housing Production Trust Fund (“HPTF”) loan, \$34,665,443 in LIHTC equity, a \$4,000,000 Development New Communities demolition and infrastructure loan from the Deputy Mayor for Planning and Economic Development, \$1,427,205 of interim income earned between the Project being placed in service and the permanent loan conversion, \$1,847,747 from other equity sources and \$3,881,684 in deferred developer fee. The total development cost is \$83,585,625 (\$503,528/unit), inclusive of hard and soft costs, developer and financing fees, reserves and escrows.

The managing member for the sponsor will be Kenilworth Revitalization 1 JV, LLC which is comprised of the Michaels Development Company, The Warrenton Group, and the DC Housing Authority (“DCHA”). The Michaels Development Company will serve as guarantor for the Project.

Other members of the development team include Torti Gallas as the architect and Michaels Management Affordable as the property manager.

Mr. Hutter concluded the presentation and introduced members of the sponsor team present via the Zoom – Andre Gould from DCHA and Joe DiSalvo, Chris Earley, and Ken Crawford from the Michaels Development Group.

Mr. Hutter opened the floor for questions. Mr. Binitie asked if the operating agreement between the Michaels Group and The Warrenton Group had been executed. Mr. Crawford responded that it had been executed.

Ms. Howard asked about the experience of the contractor. Mr. Binitie asked how many deals the contractor had performed in Washington, D.C. Mr. DiSalvo responded by providing a background of Michaels Construction and his own experience prior to his time at the company. Mr. Binitie then asked if all subcontractors had been identified for the transaction. Mr. DiSalvo

stated approximately seventy percent had been awarded to date. Mr. Irving asked about the numbers for construction. Mr. Binitie asked for clarification on which trades letters of intent had been issued and/or were executed. Mr. DiSalvo and Mr. Earley responded with the appropriate data.

There were no further questions.

Mr. Binitie called for a vote to approve DCHFA Final Bond Resolution No. 2021-23 for Kenilworth 166. Mr. Irving made a motion to approve the resolution and it was properly seconded by Ms. Howard.

Mr. Donald took a poll vote because the Agency is committing volume cap.

Mr. Irving and Ms. Howard voted yes, and Mr. Binitie voted no, thus, the resolution was approved.

Mr. Green rejoined the meeting. Mr. Binitie made a statement on the record recusing himself from the Cascade Park and Parcel 42 transactions. He then left the meeting. He was not involved in any discussions or votes related to those two projects.

VII. Vote to close meeting to discuss Cascade Park Apartments.

Pursuant to the District of Columbia Administrative Procedure Act, the Vice Chairperson of the Board of Directors called a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Cascade Park Apartments**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Green called for a motion to close the meeting. Ms. Howard made a motion to close the meeting. The motion was properly seconded by Mr. Irving. The motion passed by a chorus of ayes.

The meeting was closed at 1:52 p.m. and re-opened at 1:59 p.m.

VIII. Consideration of DCHFA Final Bond Resolution 2021-22 for Cascade Park Apartments.

Mr. James Grisham, Senior Multifamily Loan Analyst, Multifamily Neighborhood Lending & Investments ("MLNI"), presented the transaction to the Board. The MLNI team presented its recommendation to authorize the issuance of tax-exempt bonds in an amount not to exceed

\$12.5 million for Cascade Park Apartments (the “Project” or “Development”). The Project is located in the Washington Highlands neighborhood of Southeast Washington, D.C. and is 1.8 miles away from the Congress Heights Metro Station.

The unit mix of the proposed Development will be fifty-nine (59) units with two (2) efficiency units, twenty (20) one-bedroom units, twenty (20) two-bedroom units, eleven (11) three-bedroom units and six (6) four-bedroom units. Nine (9) units restricted at thirty percent (30%) of AMI will benefit from a project based local rent subsidy program (“LRSP”) subsidy.

The capital stack for the Development will consist of a Senior Wells Fargo Loan at \$5.6 million, Department of Housing and Community Development (“DHCD”) Funding at \$9.3 million dollars, federal low-income housing tax credit (“LIHTC”) equity at \$6.4 million, DC LIHTC equity at \$1.1 million, a deferred developer fee at \$483,000, and a \$500,000 grant from the Federal Home Loan Banks (“FHLB”). The total development cost is \$23.5 million or approximately \$400,000 per unit.

There is a historical record of a leaking underground storage tank at the property, which is a notable risk. The record states that on January 11, 1995, the underground storage tank was closed in place, which included filling the tank with concrete slurry. An environmental contractor completed a ground penetration radar survey on October 20, 2021 and found no evidence of an underground storage tank onsite.

The managing member for the sponsor will be Cascade Park Managing Partners II, LLC, which is comprised of Dantes Partners, The Crosby Family Trust, and H Street CDC, LLC. Dantes Partners will serve as guarantor for the Project and lead developer; H Street CDC, LLC will serve as the non-profit JV sponsor; and The Crosby Family Trust is a passive investor entity. The Crosby Family Trust is a trust for Daniel Crosby, the real estate broker that sold the subject property to Dantes Partners. Daniel Crosby received a percentage of equity rather than a cash commission payment.

Other members of the development team include Hamels Builders as the general contractor, Miner Feinstein as the architect, and Faria Management as the property manager.

Mr. Grisham concluded his presentation and opened the floor to questions. Joel Patterson from the development team at Dantes Partners joined.

There were no questions.

Mr. Green called for a vote to approve DCHFAs Final Bond Resolution No. 2021-22 for Cascade Park. Ms. Howard made a motion to approve the resolution and it was properly seconded by Mr. Irving.

Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

Mr. Irving made a statement on the record recusing himself from the Parcel 42 transaction. He then left the meeting. He did not participate in any discussions or votes related to the Parcel 42 transaction.

IX. Vote to close meeting to discuss Parcel 42.

Pursuant to the District of Columbia Administrative Procedure Act, the Vice Chairperson of the Board of Directors called a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating **Parcel 42**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Green called for a motion to close the meeting. Ms. Howard made a motion to close the meeting. The motion was properly seconded by Mr. Green. The motion passed by a chorus of ayes.

The meeting was closed at 2:07 p.m. and re-opened at 2:26 p.m.

X. Consideration of DCHFAs Eligibility Resolution 2021-24 for Parcel 42.

Ms. Linda Hartman, Multifamily Loan Underwriter, Multifamily Neighborhood Lending & Investments ("MLNI"), presented the transaction to the Board. The MLNI team presented its recommendation to authorize the issuance of tax-exempt bonds in an amount not to exceed \$39 million for Parcel 42 ("Project" or "Development").

The Project is located in the Shaw neighborhood in Northwest Washington, D.C. It is located approximately one block from the Shaw-Howard University metro station.

The Project site is currently vacant and owned by the District of Columbia ("District"). The sponsor was awarded development rights to the Project site by the Office of the Deputy Mayor for Planning and Economic Development ("DMPED") and entered into a Land Disposition and Development Agreement ("LDDA") with the District, which was approved by the Council

of the District of Columbia (“D.C. Council”). D.C. Council’s approval of the LDDA expires on February 22, 2022.

The Project will be a new construction development with one hundred ten (110) units. The unit mix will be fourteen (14) efficiencies, seventy-seven (77) one-bedrooms, and nineteen (19) two-bedroom units. Additionally, the Project will offer nine (9) units restricted at thirty percent (30%) of AMI, thirty-eight (38) units restricted at fifty percent (50%) of AMI, fifty-five (55) units restricted at sixty percent (60%) of AMI, six (6) units restricted at eighty percent (80%) of AMI, and two (2) market rate units.

Property amenities will include two elevators, an on-site management office, fitness room, penthouse clubroom, central laundry, and small lounge areas. In-unit amenities will include vinyl wood-flooring, dishwashers, garbage disposals, electric range/ovens, refrigerators, and central air conditioning. Additionally, the Project will offer an ARTS-4 leasable retail space. This retail space will be separated by a glass door from other ground floor areas of the Project. Retail income from the ARTS-4 leasable retail space is not included in the underwriting of the Project. The security for the Project will be a secured intercom entry system.

The sponsor team for the Project will consist of Dantes Partners. P42 Community Partners LLC will be the owner and borrowing entity in the transaction. The borrower consists of P42 Community Partners MM LLC (“Managing Member”) and Wells Fargo, (“Investor Member”). The Managing Member of the borrower is further owned by DP P42 LLC, which is controlled by Dantes Partners, AMB Parcel 42 Ventures LLC, Irving Holdings 1964 LLC, and DR Parcel 42 LLC. Key principals of these firms are Buwa Binitie, Max Brown, Bryan Irving, and Martin Ditto. Dantes Partners will be the guarantor of the Project. Other members of the development team consist of Davis Construction as general contractor, Grimm + Parker as architect, and Faria Management as property manager.

Ms. Hartman concluded her presentation and opened the floor to questions. Mr. Stephen Vassor and Mr. Corey Powell from Dantes Partners joined the call.

There were no questions.

Mr. Green called for a vote to approve DCHFA Eligibility Resolution No. 2021-24 for Parcel 42. Ms. Howard made a motion to approve the resolution and it was properly seconded by Mr. Green.

Mr. Donald took a poll vote because the Agency is committing volume cap.

The resolution was unanimously approved.

XI. Other Business.

There were no other business matters.

XII. Executive Director's Report.

There was no Executive Director's report.

XIII. Adjournment.

Mr. Green called for a motion to adjourn the meeting. Ms. Howard made a motion to adjourn the meeting, which was seconded by Mr. Green.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 2:35 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on January 21, 2022.

Approved by the Board of Directors on January 25, 2022.

Training

Name	Department	Type	Fiscal Year	Date Start	Date End	Event Name	Event Sponsor	Location	Registration Cost
Heather Hart	OED	Training	FY21	10/22/2020	10/22/2020	New FMLA Forms	HR Consulting	Online	\$159.00
Keami Estep	OED	Training	FY21	11/18/2020	1/29/2021	YALE SOM - Women Executive Leadership Program	Yale	Online	\$2,700.00
Heather Hart	OED	Training	FY21	12/11/2020	12/11/2020	SHRM HR Department of One Credential	SHRM	Online	\$1,305.00
Tracy Parker	OGC	Training	FY21	2/24/2021	2/25/2021	Intro to Bond Finance	CDFA	Online	\$825.00
Risha Willams	OED	Training	FY21	4/19/2021	4/28/2021	HD420-Rental Housing Development Finance - REMOTE CLASSROOM - HD420 0421RC	NDC	Online	\$1,425.00
Risha Willams	OED	Training	FY21	5/17/2021	5/20/2021	HD423 - Computer Spread Sheet Analysis for Rental Housing	NDC	Online	\$1,425.00
Keami Estep	OED	Training	FY21	9/8/2021	9/10/2021	IT Contracting Boot Camp	CAUCUS	Virtual	\$975.00
James Holley-Grisham	Multifamily	Training	FY22	9/28/2021		Novogradac LIHTC 101 - The Basics	Novogradac	Online	\$125.00
James Holley-Grisham	Multifamily	Training	FY22	9/28/2021		Novogradac LIHTC Properties with Private Activity Bonds	Novogradac	Online	\$100.00
John Lawrence	Multifamily	Training	FY22	9/28/2021		Novogradac LIHTC 101 - The Basics	Novogradac	Online	\$125.00
John Lawrence	Multifamily	Training	FY22	9/28/2021		Novogradac LIHTC Properties with Private Activity Bonds	Novogradac	Online	\$100.00
Linda Hartman	Multifamily	Training	FY22	9/28/2021		Novogradac LIHTC 101 - The Basics	Novogradac	Online	\$125.00
Linda Hartman	Multifamily	Training	FY22	9/28/2021		Novogradac LIHTC Properties with Private Activity Bonds	Novogradac	Online	\$100.00
James Holley-Grisham	Multifamily	Training	FY22	11/17/2021	11/18/2021	Housing Credit 101	NCSHA	Virtual	\$150.00
John Lawrence	Multifamily	Training	FY22	11/17/2021	11/18/2021	Housing Credit 101	NCSHA	Virtual	\$150.00
Linda Hartman	Multifamily	Training	FY22	11/17/2021	11/18/2021	Housing Credit 101	NCSHA	Virtual	\$150.00
Scott Hutter	Multifamily	Training	FY22	11/17/2021	11/18/2021	Housing Credit 101	NCSHA	Virtual	\$150.00
Susan Ortiz	OED	Training	FY22	11/17/2021	11/18/2021	Housing Credit 101	NCSHA	Virtual	\$150.00
Jasmine Jackson	OGC	Training	FY22	12/9/2021	12/9/2021	Ethics: Conflicts, Competence and Confidentiality	NABL	Online	\$195.00
Susan Ortiz	OED	Training	FY22	12/9/2021	12/9/2021	LinkedIn for PR	PRSA	Virtual	\$35.00
Yolanda McCutchen	OED	Training	FY22	12/9/2021	12/9/2021	LinkedIn for PR	PRSA	Virtual	\$35.00
Ikeogu Imo	Multifamily	Training	FY22	1/10/2022	6/30/2022	MBA Education FHA Multifamily Underwriter Training Program	MBA	Virtual	\$6,900.00
Scott Hutter	Multifamily	Training	FY22	1/10/2022	6/30/2022	MBA Education FHA Multifamily Underwriter Training Program	MBA	Virtual	\$6,900.00
Wendi Redfern	Single Family	Training	FY22	1/24/2022	1/27/2022	NCSHA MRBS	NCSHA	Virtual	\$250.00
Marcus Thompson	OED	Training	FY22	3/30/2022	6/30/2022	ProFM Certification	NFMT	Online	\$1,895.00
Keami Estep	OED	Training	FY22	4/20/2022	4/23/2022	Cloud Contracting - Demystifying the Fog	CAUCUS	Scottsdale, AZ	\$1,200.00

TAB 11

DCHFA FY 2021 Financed Projects										
Project Name	Project Address	Ward	Quarter	Unit Count	30%	50%	60%	80%	Market/Unrestricted	
Savannah Apartments	3232 Savannah Street, Washington, DC 20020	8	1	65	7	51	7			
Northwest One Phase 1	2 L Street NW, Washington, DC 20001	6	1	220	77		73			70
Sursum Corda	1112 First Terrace NW	6	1	118	12	64		42		
218 Vine	218 Vine Street	4	1	92	26	53	13			
Ritch Homes	1420 & 1424 R Street NW	2	1	46	5		37	4		
2442 MLK	2442 Martin Luther King Jr. Avenue SE	8	2	112	6	106				
Liberty Place Supplemental*	881 3rd Street NW	6	4	N/A	14	18	0	4		0
17 Mississippi Ave SE	17 Mississippi Avenue SE	8	4	41	9	32	0	0		41
Hill East	1900 C St. SW	6	4	100	100	0	0	0		0
1530 First Street	1530 First Street SW, Washington, DC 20024	6	4	101	21	80				
The Clara	2313 2323 Martin Luther King Jr. Avenue, Wash	8	4	81	20	61				
Totals				976	297	465	130	50		111
*Supplemental Bond Issuance. No new housing units financed		Total new Housing units		976						



LENDER MANUAL

This manual is intended for the use Lender's only. For most recent and up to date guidelines, please refer to the servicer's Lender's Correspondent Portal.

Up to date Full Matrix Details available at
<https://lakeviewcorrespondent.com/>

September 1, 2020

DC Open Doors is administered by the District of Columbia Housing Finance Agency. The District of Columbia Housing Finance Agency was established in 1979 to stimulate and expand homeownership and rental housing opportunities in Washington, DC. This Lender Manual has been designed to provide our Participating Lenders with the information necessary to carry out their responsibilities as DCHFA approved and originating Lenders. This manual is not intended for use by any other person/entity.

- I. Overview**
- II. Definitions**
- III. Participating Lenders**
 - 1. DCHFA and Master Servicer Approval
 - 2. Loan Reservation System
 - 3. Record Retention
 - 4. Suspension from Origination Activity
- IV. General Loan Eligibility Requirements**
 - 1. Eligible Borrowers
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 - 3. Down Payment Assistance Loan General Guidelines
 - 4. Borrower Eligibility Criteria
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 - c. Income Limits
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 - g. Credit Overlays
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- V. Availability of Funds**
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- VII. Mortgage Loan Closing and Funding**
- VIII. Post-Closing and Purchase File Submission**
 - 1. Compliance Agent
 - 2. Servicer
- IX. First Trust Mortgage Loan Purchase**
- X. Definitions**
- XI. DCHFA Single Family Programs Contact Sheet**

I. Overview

The District of Columbia Housing Finance Agency (the “Agency” or “DCHFA”) was established in 1979 to stimulate and expand homeownership and rental housing opportunities in Washington, D.C. The Agency accomplishes the mission of increased homeownership opportunities by offering funds for affordable first trust mortgage loans and down payment assistance, both of which lower the overall cost of a home purchase. The Agency embraces its responsibility with conviction and pledges its best efforts to serve as the City's champion for homeowners and to act as the City's principal catalyst for neighborhood investment.

The Agency's first trust mortgage and its down payment assistance loans are offered to eligible borrowers on a first-come, first-served basis. Participating Lenders may reserve funds for a first mortgage and the Agency's Down Payment Assistance Loan (“DPAL”) for eligible borrowers (collectively the “Program” or the “DC Open Doors Program”). The DPAL may also be used to pay for closing costs.

This Lender Manual, together with the Participating Mortgage Lender Single Family Program Agreement and all other published materials make up DCHFA's “Program Documents.” The Agency relies upon Participating Lenders to comply with all requirements set forth in the Program Documents when originating Mortgage Loans to be purchased by the Agency's Master Servicer. Mortgage Loans that do not comply with stated requirements will not be eligible for purchase by the Agency's Master Servicer.

II. Definitions

ACT – the District of Columbia Housing Finance Agency Act, Chapter 27, Title 42 of the District of Columbia Code, as amended.

ACQUISITION COST – the sales price plus borrower-paid closing costs, discount points, repairs and rehabilitation expenses and prepaid expenses – see specific definition by product type (FNMA/FHA/FHLMC).

CLTV – Combined Loan-to-Value ratio – ratio of the combination of all liens compared to the sales price/acquisition costs (“TLTV” or “Total Loan-to-Value”).

CO-SIGNER/CO-SIGNOR – a non-occupant who is co-signing the Note for a particular loan.

COMMITMENT – letter provided to lender upon DCHFA's review and approval of pre-closing documents.

DCHFA – the District of Columbia Housing Finance Agency.

DTI – Debt-to-Income Ratio.

DPAL – Down payment assistance loan.

EHOUSINGPLUS – Compliance Agent and system used for locking/tracking DC Open Doors loans.

FHA – the Federal Housing Administration.

FHLMC – Federal Home Loan Mortgage Corporation (“Freddie Mac”).

FNMA – Federal National Mortgage Association (“Fannie Mae”).

GNMA – Government National Mortgage Association (“Ginnie Mae”).

LTV – Loan-to-Value Ratio.

MAXIMUM BORROWER INCOME – maximum permitted income as established by DCHFA for all borrowers signing the Note. Household income is not considered.

LOCK-IN EXPIRATION DATE – Seventy Days past the date the loan is reserved (locked). The loan must be purchased by the Master Servicer by the Lock-In Expiration date to avoid extension fees.

MASTER SERVICER or SERVICER – the entity(ies) designated by DCHFA to purchase and service loans under the DC Open Doors program.

MI or PMI – a private mortgage insurance company providing mortgage insurance on conventional loans.

MCC – Mortgage Credit Certificate issued by DCHFA according to the rules and regulations set forth by the Internal Revenue Service – **must also refer to MCC specific guidelines for eligibility requirements.**

MORTGAGOR – the borrower(s) in a mortgage transaction.

NON-BORROWING CO-OCCUPANT – Any person aged 18 years or older who will occupy the property and who will not be secondarily liable on the mortgage.

PARTICIPATING LENDER or LENDER – A lender that has been approved by DCHFA and the Master Servicer to originate, process, underwrite, close and fund mortgage loans under the DCHFA approved programs.

III. Participating Lenders

Pursuant to this Lender Manual, the DCHFA Participating Mortgage Lender Single Family Program Agreement, the Master Servicer’s Lender Agreement and any other documents identified with respect to the DC Open Doors Program, Participating Lenders agree to originate qualifying Mortgage Loans and to transfer, without recourse, such Mortgage Loans to the designated Master Servicer. The Master Servicer shall service and aggregate the Mortgage Loans into pools for sale and assignment to the Government National Mortgage Association (“GNMA”), Federal National Mortgage Association (“Fannie Mae” or “FNMA”) and/or the Federal Home Loan Mortgage Corporation (“Freddie Mac” or “FHLMC”) pursuant to the designated Master Servicer Participating Lender Agreement.

1. Agency and Master Servicer Approval

A Lender must be approved by DCHFA and DCHFA’s Master Servicer in order to originate Mortgage Loans on the Agency’s behalf. Lenders must execute the DCHFA’s Participating Mortgage Lender Single Family Program Agreement, the Master Servicer’s Lender Agreement, and comply with the terms and conditions in it and all other Program Documents.

Once a Lender has been approved, the Lender must ensure that appropriate staff attends lender training before any Mortgage Loans can be reserved. A Lender must also ensure staff is continuously trained as necessary and prudent and it must make staff available for training at the discretion of the Agency.

From time to time, DCHFA may offer Loan products that require an additional layer of approval by its Master Servicer, e.g., the FHA 203K Streamline loan product. Lenders must obtain all levels of approval in order to originate Loan products, as specified by DCHFA and its Master Servicer.

By becoming an approved Lender and participating in the Program, the Lender understands and agrees that DCHFA reserves the right to suspend the Lender's ability to reserve new Loans under the Program if the Lender has outstanding fees, late deliveries, excessive withdrawal of locks, or for any other reason as determined by the Agency in its sole discretion.

Any Lender which does not submit a minimum of ten loans to DCHFA in a calendar year may be removed from the Participating Lender list published on the Agency's website.

2. Loan Reservation System

Participating Lenders will be granted access to the loan reservation system via user credentials. The user credentials will be provided once the Lender has been approved to participate in DCHFA's Programs. To reserve a DC Open Doors loan, the Lender must access the System at <https://lenders.dchfa.com>.

3. Record Retention

Participating Lenders must maintain copies of the complete Mortgage Loan files for each Mortgage Loan originated under the Program until at least three (3) years from the date of closing or as otherwise required per applicable law.

4. Suspension from Origination Activity

DCHFA, at its sole discretion, may suspend any Participating Lender from originating in the DC Open Doors Program based upon the Lender's failure to comply with DCHFA guidelines, procedures or requirements. The Lender will be notified, in writing, of any suspension.

IV. General Loan Eligibility Requirements

The DC Open Doors Program offers all eligible borrowers (not just first-time homebuyers) affordable mortgage financing. DCHFA does not make loans directly to the borrower; instead, its designated Master Servicer purchases eligible Loans from its Participating Lenders.

1. Eligible Borrowers

To be eligible, all borrowers must:

- a) Meet FHA or Conventional (Fannie Mae/Freddie Mac) industry guidelines;
- b) Meet any/all Master Servicer overlays;

- c) Have income not exceeding the established limits (see www.DCHFHA.org for current limits);
- d) Occupy the property as a primary residence;
- e) Have a minimum 640 credit score;
- f) Receive appropriate AUS approval;
- g) Purchase a property located within the District of Columbia; and
- h) Not own another property at the time of settlement.

2. Eligible Loan Types

DCHFHA accepts 30-year fixed-rate FHA and conventional loan types under its DC Open Doors Program. FHA loan types include FHA 203(b) loans, FHA 234(c) loans and 203(k) Streamline loans (approved Lenders only).

FHA Loan Program:

DCHFHA offers 30-year fixed-rate Loans insured by the Federal Housing Administration (“FHA”). These Loans must be underwritten according to FHA and Master Servicer guidelines. All Loans must receive an AUS Approve/Eligible or Accept FHA Total Scorecard recommendation. High Balance loans are ineligible.

Conventional Loan Program – Fannie Mae/Freddie Mac:

DCHFHA offers 30-year fixed-rate conforming Loans under the HFA Preferred program by Fannie Mae. /HFA Advantage program by Freddie Mac. These Loans must be underwritten in accordance with Fannie Mae/Freddie Mac and Master Servicer guidelines under appropriate program guidelines. The Lender must submit Loans through the appropriate AUS system (DU or LP) receive an “Approve/Eligible” finding or “Accept” finding. Manual Underwriting is not permitted.

Conventional High Cost Loan Program – Fannie Mae:

DCHFHA offers 30-year fixed-rate high cost/jumbo conforming loans under the HFA Preferred program. Must use DU and maximum LTV is 95%.

Conventional MI Requirements

Borrower paid, split premium, single premium, and financed MI are all acceptable. Please refer to the appropriate Agency/Servicer guidelines for maximum LTV requirements, required coverage and acceptable MI companies.

Down Payment Assistance Loan (“DPAL”)

A DPAL is available to all homebuyers that qualify under the DC Open Doors Program through a Participating Lender. Eligible borrowers may borrow up to 3% of the purchase price for conventional Loans or 3.50% of the purchase price for FHA Loans.

The DPAL is a non-amortizing, 0%, deferred subordinate lien. The Loan is repayable at the time of any of the following events:

- 1) first trust loan is refinanced;
- 2) the borrower no longer occupies the property as his/her primary residence;
- 3) the deed is transferred under any circumstances; or
- 4) 30 year maturity date of the Note.

The DPAL is only available in conjunction with a DC Open Doors first trust mortgage.

The Lender must repurchase from DCHFA any DPAL upon the occurrence of any of the following events:

- The Master Servicer refuses to purchase the first trust mortgage;
- The DPAL does not conform to the terms of its commitment or approval;
- The DPAL documents are not delivered in a timely manner;
- The DPAL documents are not delivered in the form prescribed in the Program Guide.

3. General Down Payment Assistance Loan Program Guidelines

A borrower may use the Agency's deferred DPAL toward their applicable down payment, closing costs, or prepaid expenses on an eligible DC Open Doors first trust mortgage. The DPAL amount is 3% of the sales price for Conventional Loans and 3.50% of the sales price for FHA Loans.

A borrower may also obtain subordinate financing from other acceptable sources that meet FHA and Conventional guidelines.

a. Loan Closing

DPALs are funded by DCHFA via wire directly to a Settlement Agent and three business days' notice is required prior to funding the Loan.

DCHFA will provide the appropriate Loan closing documents to the Title Company prior to closing (Subordinate Deed of Trust, Note, Commitment, etc.).

b. Lien Position

At time of closing, DCHFA will take 3rd lien position on DPALs only if the 2nd lien is a DCDHCD HPAP loan.

c. Subordination Policy

Down Payment Assistance Loans from DCHFA are not eligible for subordination upon a refinance by the lender or any third party.

d. Loan-to-Value/Combined Loan-to-Value

- Conventional Conforming = 97%/105%

- Conventional High Cost = 95%/105%
- FHA = 96.50%/100% of cost to acquire

4. Borrower Eligibility Criteria

Lenders must review the borrower requirements of this section to ensure the Loan is eligible under the DC Open Doors Program.

a. Borrower Requirements

- i. Borrower shall occupy the property as a principal residence within sixty (60) calendar days of closing.
- ii. Borrower is not required to be a first-time homebuyer.
- iii. Borrower may not own other property at the time of closing.
- iv. Homebuyer Education is required for first-time homebuyers on all conventional Loan products.
- v. Co-signors are not permitted.

b. Homebuyer Education

- i. Required when all of the borrowers on a conventional Loan are first-time homebuyers.
- ii. Education must meet the minimum standards defined by the National Industry Standards for Homeownership Education.
- iii. Education Certificate must be submitted at the time of Loan submission to DCHFA.

c. Income Limits

- i. Borrower(s) must meet the income limits for the Program. The income considered will be the income stated on the Form 1003 Loan Application and used to qualify borrower.
- ii. The DC Open Doors Program does not count household income of non-borrower individuals.
- iii. DC Open Doors Program income limits are a single Citywide limit for all of Washington, DC.
- iv. Current income limits may be found on the Agency's website at www.dchfa.org.

d. Ratios

- i. The maximum debt-to-income ratio for FHA Loan types, with or without down payment assistance, is 45.00%, regardless of AUS findings.
- ii. The maximum debt-to-income ratio for Conventional loan types, with or without down payment assistance, is 50.00%, regardless of AUS findings.

e. Assets

- i. There is no personal asset limitation under the DC Open Doors Program.

f. Credit Score Requirements

- i. The minimum credit score for all Loan types is 640.
- ii. The representative score shall be the lower middle score of all borrowers.

- iii. If any borrower has only two scores, the lower score must be used.

g. Credit Overlays

- i. Lender must comply with any/all Master Servicer credit overlays.

5. Property Requirements

There is no DCHFA prescribed sales price limit for a home financed through the DC Open Doors Program unless it is paired with an MCC.

The residence must be located in Washington, DC and be eligible for insurance under FHA or meet conventional Loan guidelines as a principal residence.

a. Eligible Property Types:

- i. Single family detached or semi-detached
- ii. Townhomes
- iii. Modular homes
- iv. Condominiums (must meet Servicer and Investor guidelines)
- v. 1-4 Units (must meet Servicer and Investor guidelines, as guidelines vary with each Loan type)

b. Ineligible Property Types:

- i. Manufactured homes
- ii. Cooperative housing units

6. Maximum Loan Amount

The maximum Loan amount is the conforming/high-cost loan limit inclusive of any financed MI on conventional Loans. MIP may be financed on FHA Loans resulting in a total loan amount exceeding the FHA Forward Mortgage Limit as long as the base loan amount does not exceed the maximum loan limit of \$510,000 as of the date of publication. Lenders are required to adhere to any credit overlays imposed by the Agency's Master Servicer.

V. Availability of Funds

The Agency administers a continuous DC Open Doors Program, although some specific Mortgage Loan products may be offered for a limited time and/or with limited funding.

VI. Loan Application Process

1. Loan Origination/Disclosure

Eligible borrowers apply for DC Open Doors Loans with a Participating Lender by completing a Form 1003 Mortgage Loan application.

If the Loan application includes a request for a DPAL, the application must reflect the DPAL amount in the “Details of Transaction Section” of the application, as well as list subordinate financing as the source of down payment on the first page of the application.

No separate LE/CD or GFE/HUD1 is required on DPALs.

2. Allowable Points, Fees and Charges

The Agency will publish any rates/fees applicable to the Loan products/programs it may offer. In addition to the fees the Agency publishes, the Lender may assess origination charges that are reasonable and customary on the first trust Loan only.

The Lender must comply with fee/charge restrictions imposed by RESPA.

3. Loan Reservations

Lenders must use the loan reservation system to reserve a Mortgage Loan for a borrower. Lenders must reserve funds for the first Mortgage Loan and the DPAL (if applicable) within the loan reservation system. A loan reservation serves as an Agency “rate lock.”

Instructions on the use of the loan reservation system will be provided during Lender training. Lenders must follow these instructions carefully in order to limit reservation changes, extensions and cancellations.

4. Rate Lock and Extensions

DCHFA offers a base rate lock of 60 calendar days for all reserved Loans. It is recommended that Lenders disclose a maximum 45 calendar day lock term to borrowers and wait until within 45 calendar days of closing to reserve Loans to allow sufficient time for the Loan to be delivered and purchased. Loans must be reserved, processed, underwritten, closed and purchased by the Master Servicer within 60 calendar days to avoid extension fees. Should a Lender need an extension, the DC Open Doors Program offers a 15 calendar day extension at 0.125% of the Loan amount, 30 calendar day extension at 0.250% of the Loan amount or 45 calendar day extension at 0.375% of the Mortgage Loan amount.

Extension fees are netted from the Mortgage Loan purchase price when Mortgage Loans are purchased by the Master Servicer. If, for any reason, a Mortgage Loan is ineligible for purchase by the Master Servicer, the Lender is still responsible for any extension fees incurred and will be invoiced by the Agency.

5. Reservation Restrictions

- a) Loan Reservation System Availability – The loan reservation system is live and available for Participating Lenders to reserve loans from the hours of 10:00 a.m. – 6:00 p.m. (ET), Monday through Friday. The loan reservation system is not available on weekends, District, or federal holidays.

- b) Reservation Changes (product type, loan amount, etc.) – Once a Loan has been reserved on the loan reservation system Lenders may not make changes to the reservation. Changes to the reservation must be made at the Agency level by emailing: SingleFamilyPrograms@dchfa.org with “Reservation Change, Borrower Last Name, First Name and Loan #” in the SUBJECT line.

Lenders must be careful when pre-qualifying borrowers and ensure that all information is entered correctly in the loan reservation system.

- c) Cancellation of Reservations – Reservations can only be canceled at the request of the borrower and/or only when the Lender has confirmed the Loan is not viable and will not close. Cancellation requests should be sent to SingleFamilyPrograms@dchfa.org with “Cancellation Request” in the SUBJECT line and must include the borrower name, assigned loan number, loan amount(s), and reason for cancellation. Loans can only be canceled by Agency staff.

6. DCHFA Initial/Final File Review

Participating Lenders must submit an initial review file to DCHFA for compliance approval prior to Mortgage Loan closing.

DCHFA’s initial review process includes:

- a) Review of the 1003 Loan Application form;
- b) Review of AUS Findings;
- c) Review of income documentation as per AUS findings;
- d) Review of the Ratified Purchase Contract;
- e) Review of the Loan Estimate for the 1st Trust Loan;
- f) Verification of homebuyer education (if applicable); and
- g) Any additional Program specific items required, as underwriting review findings.

It is in the Lender’s best interest to submit the file not less than 5 business days prior to closing. It is the Lender’s responsibility to ensure Mortgage Loan amounts, purchase prices, settlement fees/charges, seller’s contributions, etc., are final prior to submitting the file to the Agency for review and/or approval.

If there are any changes to the file after the Agency issues a Commitment Letter/Clear to Close, the Lender must obtain an updated compliance approval before the Loan can close. The Master Servicer will not purchase a Mortgage Loan with a Loan Commitment referencing a different amount than what is represented in the purchase file. The Master Servicer will cite this discrepancy as a deficiency that the Lender must clear before Loan purchase.

Lenders submitting files must follow the instructions below:

- a) Files must be submitted to DCHFA at least 5 business days before closing by uploading the required documents through the reservation system;
- b) Files will be reviewed on a ‘first-come, first-served’ basis;

- c) DCHFA will prescreen files for completion of the initial submission items. Files missing documentation will be pended;

VII. Mortgage Loan Closing and Funding

Participating Lenders must close and fund the first trust Mortgage Loans per the individual loan conditions as set forth by FHA, Fannie Mae, Freddie Mac, and Ginnie Mae. Lenders must also comply with the Master Servicer's closing and funding parameters as detailed in its Lender Guide.

Participating Lenders are responsible for full compliance with RESPA, the Federal Truth in Lending Act, TRID rules, and supplying the correct information to ensure compliance with the Home Mortgage Disclosure Act. Lenders are responsible for the proper preparation and execution of all legal documents including, but not limited to the closing statements, Lender's Estimate, Closing Disclosures, and any other DC Open Doors Program specific documents.

Lenders do not fund DPALs. DPALs are funded directly by the Agency.

DPAL Closing Documents

The Agency's DPAL closing documents consist of:

- a) DPAL Settlement Instructions;
- b) DPAL Borrower Commitment Letter;
- c) DPAL Deed of Trust Note; and
- d) DPAL Deed of Trust.

If borrower is not obtaining DPAL assistance, the documentation listed above is not required.

If the first trust Mortgage Loan fails to close, Lenders shall not close on the DPAL.

VIII. Post-Closing and Purchase File Submission

Participating Lenders must submit completed post-closing and purchase files to the Master Servicer not more than 5 business days from the Loan closing date following the Master Servicer's Instructions. Loan must be purchased by Master Servicer prior to expiration date of lock.

**District of Columbia Housing Finance Agency
DC OPEN DOORS
CONTACT SHEET**

Administration:

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Single Family Programs
815 Florida Avenue, NW
Washington, DC 20001

Loan Reservations:

<https://lenders.dchfa.com>

TAB 13



HOME PURCHASE ASSISTANCE PROGRAM HPAP (HPAP)
Eligibility and Underwriting Guidelines for HPAP loans
Effective October 2021

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. 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) <u>HPAP Maximum First Trust loan \$548,250 (max), no maximum sales price</u></p>
First Time Homebuyer	<p>HPAP borrowers can have had no residential real estate ownership in a primary residence for 3 years, and no ownership interest in any real estate at the time of settlement.</p>
Income to Payment	<ul style="list-style-type: none"> • 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 ratios 40%/45% • (Manually Underwritten loans require stricter ratios) <p><u>Compensating factors determined by the HPAP Administrator, may include: housing payment history supporting new payment; reduction in housing payment (see checklist for exception request)</u></p>
Acceptable First Trust Loan	<p>Conventional, FHA and VA full documentation, fully amortizing fixed rate loans, or 5/1 1% cap ARM, 7/1, 10/1. DU and LP approval recommendations encouraged, however HPAP loans may be manually underwritten, and DU/LP recommendation does <u>not</u> guarantee an approval.</p>
Condo/Coop fees and other fees	<p>HPAP funds can pay up to maximum of 2 months toward escrow for capital contribution. Condo and Coop Fees are counted in monthly debt ratio. HPAP reserves the right to decline excessive or any fees that are not standard in the industry.</p>
Credit Score	<p>600 middle score with tri-merge credit report. Credit Report less than 120 days old at closing.</p>



<p>Credit Report</p>	<p><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.</p>
<p>Income/Employment Requirement</p>	<p>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.</p>
<p>Loan Amount and CLTV</p>	<p><u>Lenders are required to maximize the first trust loan, using 28% housing cost to income as minimum guideline.</u> HPAP Administrator has final say on whether first trust loan meets this guideline. Some exceptions may apply if back ratio is at 45% with a housing ratio of < 28%. HPAP Notice of Eligibility amount represents a maximum, <u>not a guaranteed amount.</u></p> <p>Total financing cannot exceed the appraised value by more than 5% (105% CLTV).</p>
<p>Rate Buy Downs and Arms</p>	<p>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.</p>
<p>Property Eligibility</p>	<p>Only Single Unit properties eligible for HPAP. Single family houses, town houses, PUDs, Condominiums and Cooperatives eligible.</p>

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.
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.



Underwriting and Eligibility Determination Process

Application is sent to DCHFA by housing counselor through Emphasys (or Secure Portal until user login information for Emphasys has been provided)

DCHFA will identify new submissions from housing counselors and review the Submission Checklist to determine the completeness of the submission.

ALL submissions must include the following:

- Housing Intake Application – review complete borrower contact information, SSN, property type and reverse loan information.
- Owner Occupancy Affidavit – must have a Washington, DC address and signed/dated by the borrower(s).
- Budget Worksheet with supporting documentation – review for completeness. Note in file or ask housing counselor for clarification if there are concerns.
- Third Party Authorization – must be signed and dated by borrower and include Reverse Mortgage Servicer with account number.
- Agency Privacy Policy – no signature necessary but must be provided to borrower(s) and a copy included in file.
- Copy of the Note - review to see if applicant is on the loan and confirm address.
- Reverse Mortgage Statement – review account number and determine if in default– review borrower name and address to help confirm owner occupancy.
- Reverse Mortgage repayment plan, if applicable – review terms of agreement.
- Property Tax Bill – confirm address, owner and applicable tax deductions (Homestead, Disability and/or Senior).
 - If borrower does not have the proper tax deductions, housing counselor will be asked to assist borrower with completing an application with OTR in order to reduce property taxes.
- Copy of statement for any HOA/Condominium fees.
- Homeowner's Insurance Declaration pages – review term and premium amount.
 - Housing counselor may be asked to assist applicant with shopping around for a more affordable insurance rate.

- Awards statement or other verification for Social Security, Disability and/or Retirement/Pension Income – review name and gross amount.
- Most recent year IRS Wage and Income Transcript – may be obtained by borrower(s) online at <https://www.irs.gov/individuals/get-transcript> - please insure borrower(s) request the appropriate transcript
- Most recent federal tax return including ALL schedules, if applicable
- Statements from all asset accounts (IRA/401K, checking, savings, mutual funds, etc.) – confirm name, address (should match subject property), and deposits – request explanation if necessary.
- Foreclosure documents, if applicable.
- Power of Attorney, if applicable – check for validity, confirm with Legal Department or Attorney/Title Company.
- Brief statement from borrower(s) of plans to meet future housing costs.
- Additional documentation/information may be requested at time of review to include proof of inability to make previous payments.

Eligible hardships are:

- Be "at risk" of foreclosure
 - A homeowner who is "at risk of foreclosure" means that "the lender has provided the homeowners with a legal notice that the homeowner is in default on the terms of a reverse mortgage on [their home residence] for failure to pay property taxes and/or insurance premiums.
 - A homeowner who has entered into a repayment plan with the servicer is still considered "at risk of foreclosure" if the homeowner "has demonstrated difficulty maintaining the agreement."

Program Exclusions:

- Homeowners whose income exceeds Median Family Income of 80% for family of 4.
- Homeowners not living in subject property as primary residence.
- Homeowners unable to substantiate present income or who fail to provide required program documentation as requested.

Eligibility Review:

- Review delinquency amounts from payoff, provided by Reverse Mortgage Servicer, homeowner's insurance and property taxes – review to verify name, address and other pertinent information. Review additional amount due through remainder of fiscal year for property taxes and annual amount due for homeowner's insurance. Total amount must meet program parameters and maximum amount of assistance is \$25,000.
- Homeowner must show sufficient income from all sources, such as employment, rental income, social security, retirement, etc., to be eligible for ReMIT. Other homeowners on

the note, other direct household members living in the property, family members, and other contributors who have income can also be considered for future ongoing payments of taxes, insurance and/or condominium/HOA dues.

- Gross borrower income may not exceed Median Family Income of 80% for family of 4.
- Homeowner gross monthly income must be sufficient to sustain future property taxes, insurance payments and condo/HOA fees, if applicable.
 - $\text{Annual taxes} + \text{annual homeowner insurance premium} + \text{annual condo/HOA fees}$ (if applicable) \div 12 months = monthly expenses.

Maximum Assistance Amounts:

- **\$25,000 maximum assistance**

Approval/Denials:

- If an applicant does not meet the eligibility criteria – DCHFA will mail an ineligibility letter to the applicant stating the reasons. The borrower is eligible to send an appeal to the DCHFA ReMIT Appeals Committee to review the application.
- If an applicant meets the eligibility criteria – DCHFA will mail an approval letter.

Communicating with Reverse Mortgage Servicers:

If an applicant has provided a complete application and appears to meet the eligibility criteria for ReMIT, DCHFA will request a payoff to the appropriate Reverse Mortgage Servicer.

- There are dozens of Reverse Mortgage investors but only four (4) Servicers that will communicate and accept payments on a borrower's or investor's behalf. Contact the appropriate Servicer for payoff and/or any questions or concerns regarding a file.
- Payoff request must include Third Party Authorization and have a good through date up to forty-five (45) days from date of request.

If foreclosure sale date has already been set, request a sale cancellation or postponement from Servicer to allow time for DCHFA to process and/or fund loan.

- Always use an encrypted means of communication.

Once Payoff statements are received, DCHFA will calculate final loan amount:

- Delinquent amount due to Servicer
- Homeowner's insurance amount due through remainder of term
- Property taxes due through end of fiscal year

CHAPTER B35 – HOUSING FINANCE AGENCY

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10-B3501	BOARD OF DIRECTORS
10-B3502	MEETINGS OF THE BOARD OF DIRECTORS
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10-B3517	[REPEALED]
10-B3599	DEFINITIONS

3500 GENERAL PROVISIONS

- 3500.1** The District of Columbia Housing Finance Agency (also referred to in this chapter as the "Agency") shall have its principal office in the District. Other offices of the Agency shall be in places deemed necessary and appropriate by the Board of Directors or the Executive Director.
- 3500.2** The corporate seal of the Agency shall be of a design approved and adopted from time to time by the Board of Directors, and may be affixed to any document by impression, by printing, by rubber stamp, or otherwise.
- 3500.3** The fiscal year of the Agency shall end on the thirtieth (30th) day of September of each year.

3500.4 The Board of Directors may authorize the use of facsimile and or electronic signatures instead of manual signatures.

SOURCE: Final Rulemaking published at 28 DCR 902 (February 27, 1981), incorporating text of Proposed Rulemaking published at 27 DCR 4824 (October 31, 1980); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3501 BOARD OF DIRECTORS

3501.1 General policies governing the operations of the Agency shall be determined by the Board of Directors.

3501.2 Each member shall hold office for the term for which he or she is appointed, unless he or she is removed in accordance with the law.

3501.3 The Chairperson and Vice-Chairperson may be chosen by the Board at any meeting of the Board from among the members, and their tenure shall commence immediately and continue until the next succeeding annual meeting of the Board or until their successors are chosen, whichever first occurs.

3501.4 The Chairperson, and in his or her absence the Vice-Chairperson, shall be the presiding officer at all meetings of the Board of Directors. The Chairperson shall also have such powers and perform other duties as the Board of Directors may prescribe.

3501.5 In the absence of both the Chairperson and Vice Chairperson, the member of the Board who has the longest tenure of all other members of the Board present at the meeting shall preside.

SOURCE: Final Rulemaking published at 28 DCR 902 (February 27, 1981), incorporating text of Proposed Rulemaking published at 27 DCR 4824 (October 31, 1980); as amended by Final Rulemaking published at 30 DCR 5428 (October 21, 1983); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3502

MEETINGS OF THE BOARD OF DIRECTORS

- 3502.1** The Board of Directors shall have a regular meeting on the second (2nd) and fourth (4th) Tuesday of each month at 5:30 p.m. in the principal office of the Agency. If the day of the regular meeting falls on a holiday, the meeting shall be held on the next succeeding business day.
- 3502.2** Other meetings of the Board of Directors may be held upon the call of the Chairperson, Secretary, or of a majority of the incumbent members of the Board.
- 3502.3** Special meetings shall be held at the principal office of the Agency, or at such locations as may be established by the Board of Directors. Notice of each special meeting shall be provided in accordance with the applicable laws of the District of Columbia.
- 3502.4** The annual meeting of the Board shall be held on the second (2nd) Tuesday of January of each year at 5:30 p.m. at the principal office of the Agency, or at such locations as may be established by the Board of Directors; provided, that if the date falls on a holiday, the annual meeting shall be held on the next succeeding business day.
- 3502.5** Except as provided in Section 3503 of this chapter, each regular and special meeting of the Board shall be open to the public.
- 3502.6** No person or representative of any person or group shall have the right to be heard or to present oral or written evidence at a meeting of the Board without permission of the presiding officer of the meeting. The presiding officer may impose reasonable conditions in granting permission.

SOURCE: Final Rulemaking published at 28 DCR 902 (February 27, 1981), incorporating text of Proposed Rulemaking published at 27 DCR 4824 (October 31, 1980); as amended by Final Rulemaking published at 28 DCR 3479 (August 7, 1981), incorporating text of Proposed Rulemaking published at 28 DCR 2462 (May 29, 1981); as amended by Final Rulemaking published at 30 DCR 5428 (October 21, 1983); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3503

CLOSED SESSIONS

- 3503.1** The Board may hold a closed session at the times and places it determines to be in the interest of the Agency.
- 3503.2** Closed sessions shall not be open to the public.
- 3503.3** Minutes of closed sessions shall be kept and made a part of the Agency's permanent records.

SOURCE: Final Rulemaking published at 28 DCR 902 (February 27, 1981), incorporating text of Proposed Rulemaking published at 27 DCR 4824 (October 31, 1980); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3504

VOTING

- 3504.1** Members may not be represented by proxy at any meeting of the Board of Directors.

SOURCE: Final Rulemaking published at 28 DCR 902 (February 27, 1981), incorporating text of Proposed Rulemaking published at 27 DCR 4824 (October 31, 1980); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3505 COMMITTEES OF THE BOARD

3505.1 The Board of Directors may by resolution designate from among its members one (1) or more committees, each of which, to the extent provided by resolution of the Board, shall perform the duties and exercise powers specified in the resolution.

SOURCE: Final Rulemaking published at 28 DCR 902 (February 27, 1981), incorporating text of Proposed Rulemaking published at 27 DCR 4824 (October 31, 1980); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3506 OFFICERS, AGENTS AND EMPLOYEES OF THE BOARD

3506.1 The principal officers of the Agency shall consist of a Chairperson of the Board of Directors, a Vice-Chairperson, an Executive Director, who shall also act as Secretary, and other principal officers that may be designated by the Board of Directors from time to time.

3506.2 There shall also be other officers, agents and employees as deemed necessary by the Board.

3506.3 All officers, agents, and employees of the Agency shall have the authority and perform the duties in the management and conduct of the business of the Agency as are provided in this chapter, as may be established by resolution of the Board of Directors not inconsistent with this chapter, or as may be delegated to them in a manner not inconsistent with this chapter.

3506.4 The compensation of the officers, agents and employees of the Board shall be fixed, from time to time, by the Board of Directors.

3506.5 **The principal officers, agents and employees of the Board shall be selected by the Board of Directors.**

3506.6 **Each officer shall hold office until his or her successor is chosen and qualified, or until he or she dies, resigns, retires, or is removed from office, whichever event shall first occur.**

3506.7 **Selection or appointment without express tenure of an officer, agent or employee of the Board shall not itself create contract rights.**

3506.8 **Any officer, agent or employee of the Board may be removed by the Board of Directors.**

3506.9 **Any removal of an officer, agent or employee of the Board shall require an affirmative vote of three (3) members of the Board, and shall be without prejudice to the contract rights, if any, of the person removed.**

3506.10 **Any vacancy in any office shall be filled in the manner prescribed in this chapter for selection or appointment to the office.**

SOURCE: Final Rulemaking published at 28 DCR 902 (February 27, 1981), incorporating text of Proposed Rulemaking published at 27 DCR 4824 (October 31, 1980); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3507 EXECUTIVE DIRECTOR

3507.1 **The Executive Director shall be the Chief Executive Officer of the Agency and shall have the powers and perform duties prescribed by the Board of Directors.**

3507.2 The Executive Director shall be the Secretary to the Board of Directors and in that capacity he or she shall have powers in accordance with § 203 of the Act (D.C. Official Code § 42.2703.03(b)) and in general, perform all the duties ordinarily incident to the office of the Secretary.

3507.3 The Secretary, and his or her designee, shall be expressly empowered to attest signatures of officers of the Agency and to affix the seal of the Agency to documents.

3507.4 The Executive Director and each Board member shall be bonded in accordance with § 205 of the Act (D.C. Official Code § 42.2702.05).

SOURCE: Final Rulemaking published at 28 DCR 902 (February 27, 1981), incorporating text of Proposed Rulemaking published at 27 DCR 4824 (October 31, 1980); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3508 AMENDMENT OF BYLAWS

3508.1 The power to alter, amend, or repeal the provisions of §§ 3500 through 3899 of this chapter (the bylaws of the Agency), or to adopt new bylaws, not inconsistent with this law, is vested in the Board of Directors.

3508.2 The affirmative vote of three members of the Board of Directors shall be necessary to effect an amendment of the bylaws or the adoption of new bylaws.

SOURCE: Final Rulemaking published at 28 DCR 902 (February 27, 1981), incorporating text of Proposed Rulemaking published at 27 DCR 4824 (October 31, 1980); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3509

CONFLICT OF INTERESTS

- 3509.1** Any member, officer, or employee of the Agency who, either directly or indirectly, has an ownership or other financial interest in, or who is an officer or employee of, any firm or agency interested directly or indirectly in any transaction with the Agency or whose relationship to that firm or agency creates the appearance of a conflict of interest, shall disclose this interest to the Agency.
- 3509.2** For purposes of this section, a "transaction with the Agency" shall include, but shall not be limited to, any loan to any sponsor, builder, or developer.
- 3509.3** Each disclosure shall be set forth in the public record of the Agency.
- 3509.4** The member, officer, or employee having the interest or relationship, as described in § 3509.1 of this chapter, shall not participate on behalf of the Agency in the deliberation, authorization, or implementation of any transaction with the Agency.
- 3509.5** It shall not be considered having a prohibited interest in a firm or agency if the only relationship is one of depositor in a bank or savings and loan or of customer or vendor in an arms' length business relationship with the firm or agency.
- 3509.6** At a public session of the Board, the Board may by a two-thirds majority vote of the incumbent Members, on the public record, waive a conflict of interest that a Member or Officer may have in regards to a particular transaction, sponsor, builder, firm, developer, business, corporation, bank, partnership, limited partnership, person, government agency or other legal entity after the conflict has been specifically identified on the public record (i) outlining the relationship of the Officer or Member to the particular transaction, sponsor, builder, firm, developer, business, corporation, bank, partnership, limited partnership, person, government agency or other legal entity, and (ii) stating any benefit, advantage or gain (financial or otherwise), direct or indirect, received by the Officer or Member.

3509.7 The Board may waive a conflict of interest by a two-thirds majority vote of the incumbent Members, on the public record, in cases where the Officer or Member is merely an employee of the sponsor, builder, firm, developer, business, corporation, bank, partnership, limited partnership, person, government agency or other legal entity and the Officer or Member has no decision making authority with respect to or influence over the matter presented to the Board for a waiver of conflict.

3509.8 Notwithstanding anything to the contrary, the Board may waive a conflict of interest by a two-thirds majority vote of the incumbent Members if the Board determines on the public record that the interest will not adversely affect the Agency.

SOURCE: Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3510 PROCEDURES FOR EVICTIONS AND PROTECTIONS FROM RETALIATORY ACTION

3510.1 Tenants of Housing Projects shall be protected from eviction as well as retaliatory action in accordance with 14 DCMR §§ 4300 – 4399, as amended.

SOURCE: Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3511 CONDITIONS AND PROCEDURES FOR RELOCATION ASSISTANCE

3511.1 Tenants displaced from Housing Projects shall be given relocation assistance in accordance with 14 DCMR § 4401, as amended.

SOURCE: Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3512 **[RESERVED]**

3513 **[REPEALED]**

3514 **[REPEALED]**

3515 **[REPEALED]**

3516 **[REPEALED]**

3517 **[REPEALED]**

3599 **DEFINITIONS**

3599.1 When used in Chapters 35, 36 and 38 of this title, the following words and phrases shall have the meaning ascribed:

Act - the District of Columbia Housing Finance Agency Act, effective March 3, 1979, as amended (D.C. Law 2-135; D.C. Official Code §§ 42-2701.01 *et seq.*).

Agency Housing Program - a program for financing or assisting housing that has been formally adopted by the Agency.

Annual income - the anticipated total annual income of eligible persons from all sources for the twelve (12) month period following the date of determination of income.

All payments from all sources received by the family head (even if temporarily absent) and each additional member of the household who is not a minor shall be included in the annual income.

Applicant - a corporation, partnership, limited partnership, joint venture, trust, firm, association, sponsor, individual, family, public body, or other legal entity or any combination of these applicants, applying to receive Agency monies, assistance, or services under the Act.

Application - a request for Agency assistance under the Act made on forms furnished by the Agency and containing information required by the Executive Director.

Construction loan - a short term advance of monies authorized for the purpose of constructing or rehabilitating residential housing or housing projects, and which is secured or is to be secured as provided in the Act and in Chapters 35, 36, and 38.

Eligible persons - individuals and families who qualify for housing under a given program according to the requirements of the program as established by the Agency.

Executive Director - the person and his or her designee, employed by the Agency Board who is the chief executive officer of the Agency and who serves as Secretary to the Board.

Feasible housing project - a proposed housing project where the Agency has made a determination that the project can reasonably be expected to be operated in a fiscally sound manner in conformance with the housing goals and policies of the Agency and the requirements of the Act.

Housing project - one (1) or more housing units located in the District assisted by the Agency under the provisions of this act including, but not limited to, units acquired, financed, refinanced, constructed, rehabilitated or converted to a

condominium or a cooperative with the assistance of the Agency. A Housing project may incorporate ancillary facilities which may include:

- (a) Necessary or desirable appurtenances to residential housing such as, but not limited to, streets, sewers, utilities, parks, and stores, as the Agency determines to be appropriate;
- (b) Community facilities including, but not limited to, health, welfare, recreational, and educational facilities that the Agency determines to be appropriate; and
- (c) Ancillary commercial facilities which the Agency determines to be appropriate; Provided, that the primary use (consistent with the I.R.S. regulations concerning tax exempt financing) of the project shall be for residential housing.

Housing unit - living accommodations within a housing project that are intended for occupancy by eligible persons.

Low-income persons - eligible persons whose annual income as determined by the Agency does not exceed the low-income limits established by resolution of the Agency, from time to time, in accordance with § 102(1) of the Act (D.C. Official Code § 42.2702.12).

Moderate-income persons - persons and families whose annual income as determined by the Agency does not exceed the moderate-income limits established by resolution of the Agency, from time to time, in accordance with § 102(m) of the Act (D.C. Official Code § 42.2702.13).

Mortgage finance rate reduction - the differential between prevailing mortgage interest rates and a lower rate which is paid by a sponsor of a project for which financing has been made available, directly by the Agency or through a mortgage lender, from the proceeds of bonds issued by the Agency.

Permanent mortgage loan - a mortgage loan that is authorized by resolution of the Agency, or by a mortgage loan commitment issued on behalf of the Agency, and which is made available to a sponsor or eligible person from the proceeds of the sale of the Agency's bonds or any other funds available to the Agency for the purpose of providing long-term financing to develop or purchase housing projects or housing units, the repayment of which is secured or is to be secured as provided in the Act and in this chapter.

SOURCE: Final Rulemaking published at 28 DCR 4544, 4551 (October 23, 1981); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

CHAPTER B36 – HFA: MULTIFAMILY FINANCING AND LOAN PROGRAM

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10-B3604	[RESERVED]
10-B3605	[REPEALED]
10-B3606	EQUAL OPPORTUNITY
10-B3607	[RESERVED]
10-B3608	[RESERVED]
10-B3609	[RESERVED]
10-B3610	LOANS: GENERAL
10-B3611	LOANS: FEDERALLY ASSISTED
10-B3612	LOANS TO SPONSORS: RENTAL HOUSING
10-B3613	APPLICATIONS AND PROCESSING OF LOANS
10-B3614	[REPEALED]
10-B3615	[REPEALED]
10-B3616	REGULATION OF HOUSING SPONSORS
10-B3617	COLLATERAL AND SECURITY
10-B3618	[REPEALED]
10-B3619	FEES

3600 AGENCY HOUSING PROGRAM

3600.1 The Board may adopt an Agency housing program or programs which shall set forth, as Agency goals, the number, location, and other characteristics of housing units to be financed by the Agency, specifically those which the Agency desires to be occupied by low- and moderate-income persons. Agency housing programs may be amended from time to time.

SOURCE: Final Rulemaking published at 28 DCR 4544, 4551 (October 23, 1981); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3601 SCOPE OF AGENCY FINANCING AUTHORITY

3601.1 The agency shall be empowered to make or originate the following:

- (a) Loans to sponsors for the acquisition, construction, equipping, rehabilitation, mezzanine financing, interim financing, or permanent financing of rental projects for Eligible persons;
- (b) Funds available for rent subsidy to be utilized by Eligible persons;
- (c) Funds available in a loan guarantee fund to be used by the Agency to guarantee or insure loans in accordance with criteria established by the Agency; and
- (d) Counseling programs, as part of residential services, available to low-income and moderate-income families who participate in rental projects funded by the Agency.

SOURCE: Final Rulemaking published at 28 DCR 4544, 4551 (October 23, 1981); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3602 FUNDING OF AGENCY PROJECTS

3602.1 The undertakings of the Agency as provided in the Act or this chapter may be funded in whole or in part by the issuance of bonds, notes, or other obligations on whatever terms and conditions the Agency determines.

3602.2 In addition to proceeds from bonds, notes, or other obligations issued by the Agency, the Agency may receive gifts, grants, loans, appropriations, or other funds, property or other assets, or any other type of financial assistance (including insurance and guarantees) from any federal, District, private, or other source, and may do any and all things necessary to avail itself of that aid.

3602.3 Funds or other forms of assistance may be used to finance, or assist the financing of, any of the following activities:

- (a) Loans to sponsors for the acquisition, equipping, construction, rehabilitation, mezzanine financing, interim financing, or permanent financing of rental Housing projects for Eligible persons;
- (b) Rent subsidy programs to be utilized by Eligible persons;
- (c) A loan guarantee fund to be used by the Agency to guarantee or insure loans in accordance with criteria established by the Agency;
- (d) Counseling programs for low-income and moderate-income families who participate in rental projects funded by the Agency; and
- (e) Any other activities permitted in the Act.

3602.4 Agency funds or other forms of assistance may also be used in the furtherance of the exercise of Agency powers as contemplated in the Act with respect to any of the programs permitted in § 3602.3.

3602.5 In the furtherance of the Agency's program or programs to finance housing, there may be created by resolution of the Board from time to time, reserve and other funds as may be necessary or appropriate to secure bonds, notes, and other forms of indebtedness issued by the Agency.

3602.6 Funds created or set aside under § 3602.5 shall be administered as provided in applicable indentures, resolutions, or other agreements concerning security for bondholders, noteholders, or creditors holding other forms of indebtedness issued by the Agency.

SOURCE: Final Rulemaking published at 28 DCR 4544, 4551 (October 23, 1981); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3603 [RESERVED]

3604 [RESERVED]

3605 [REPEALED]

3606 EQUAL OPPORTUNITY

3606.1 All Housing projects financed or otherwise assisted under the Act shall be open to all persons in accordance with applicable District and federal laws including, but not limited to, the Human Rights Act of 1977, effective December 13, 1977, as amended (D.C. Law 2-38; D.C. Official Code § 2-1401.1 *et seq.*), and the Equal Opportunity for Local, Small, and Disadvantaged Business Enterprises Act of 2005, effective October 20, 2005, as amended (D.C. Law 16-33; D.C. Official Code § 2-218.01 *et seq.*).

3606.2 All mortgagors, contractors, and subcontractors engaged in the construction, acquisition, equipping, rehabilitation, sale, or rental of housing financed or assisted under the Act shall provide equal opportunity for employment, without discrimination, in accordance with the laws referred to in § 3606.1.

SOURCE: Final Rulemaking published at 28 DCR 4544, 4551 (October 23, 1981); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3607 [RESERVED]

3608 [RESERVED]

3609 [RESERVED]

3610 LOANS: GENERAL

3610.1 The provisions of Chapters 36 shall implement the provisions of the District of Columbia Housing Finance Agency Act, effective March 3, 1979, as amended (D.C. Law 2-135, D.C. Official Code §§ 42-2701 *et seq.*) (the "Act").

3610.2 Procedures, instructions, guidelines, and appropriate forms for the solicitation, receipt, processing, and evaluation of applications for Agency financing and other assistance and the taking of other actions that may be necessary or desirable for the implementation and administration of all aspects of the Agency's programs may be established and modified from time to time by the Executive Director (or in the absence of the Executive Director, a designee(s) of the Board), with the approval or ratification of the Agency Board.

3610.3 Agency procedures, instructions, guidelines, and forms shall be consistent with the requirements of the Act and this chapter.

3610.4 The Agency staff may provide technical assistance to applicants seeking to complete applications.

3610.5 The Board, by resolution, may waive or vary particular provisions of Chapter 36 to the extent not inconsistent with the Act for the following reasons:

(a) To conform to the requirements of the federal government in connection with any Housing project or housing unit with respect to which federal assistance is sought; or

(b) In exceptional circumstances if, in the determination of the Board, the application of the rule(s) to a specific case or under an emergency situation may result in undue hardship.

3610.6 If any clause, sentence, paragraph, section, or part of Chapter 36 is adjudged by any court of competent jurisdiction to be invalid, that judgment shall not affect, impair, or invalidate the remainder of this chapter, but shall be confined in its operation to the clause, sentence, paragraph, section, or part directly involved in the controversy in which the judgment has been rendered.

SOURCE: Final Rulemaking published at 28 DCR 4544, 4551 (October 23, 1981); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3611 LOANS: FEDERALLY ASSISTED

3611.1 When housing financed by the District of Columbia Housing Finance Agency (the "Agency") loan is, in whole or in part, federally insured or otherwise directly or indirectly assisted by the federal government, the regulations of the federal government program

pursuant to which that assistance is provided shall apply to the extent they are not inconsistent with the provisions of the Act and Chapter 36 of this title.

SOURCE: Final Rulemaking published at 28 DCR 4544, 4551 (October 23, 1981); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3612 LOANS TO SPONSORS: RENTAL HOUSING

3612.1 As set forth in § 302 of the Act (D.C. Official Code § 42-2703.02(a)), the Agency may make or participate in making construction, permanent, mezzanine, and interim loan financing available to sponsors for the development of rental Housing projects for Eligible persons.

3612.2 Financing under § 302 of the Act (D.C. Official Code § 42-2703.02(a)) shall be on whatever terms and conditions the Agency determines to be appropriate in the circumstances. The terms and conditions of financing shall be established in the Agency procedures and guidelines.

3612.3 The terms and conditions of financing may include, but shall not be limited to the following:

- (a) Interest rates;
- (b) Repayment terms;
- (c) Fees, charges, and other conditions of originating and servicing loans;

- (d) Collateral and other security arrangements;
- (e) Maximum loan term;
- (f) Debt service requirements;
- (g) Pre-payment penalties; and
- (h) Refinancing terms.

SOURCE: Final Rulemaking published at 28 DCR 4544, 4551 (October 23, 1981); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3613 APPLICATIONS AND PROCESSING OF LOANS

3613.1 Specific instructions concerning applications for Agency predevelopment loans, permanent loans, construction loans, mezzanine loans, interim loans, or for other assistance, and the processing, evaluation, and approval of the applications shall be contained in the Agency's processing procedures, instructions, and guidelines promulgated pursuant to § 3610.

3613.2 Applications and allocation plans, if any, for Agency financing shall be available to all applicants requesting them from the Agency. Such applications or allocations plans may contain information relating to rent levels, tenant relocation, and underwriting expectations.

- 3613.3** Upon receipt of a completed application, the Agency staff shall, pursuant to agency guidelines and allocation plans, undertake appropriate analyses, investigations, and reviews in order to evaluate the proposed Housing project in accordance with the Agency's requirements, goals, policies, and selection criteria. The staff shall then make recommendations pursuant to Agency guidelines and allocations plans to the Board on the feasibility of the project for Agency financing.
- 3613.4** If the Board preliminarily determines a proposed Housing project to be feasible for financing with an Agency predevelopment, construction, mezzanine, interim, or permanent loan, the Executive Director (or in his or her absence, designee(s) of the Board) shall issue to the sponsor a conditional commitment or financing feasibility letter.
- 3613.5** The financing feasibility or conditional commitment letter may be issued for whatever term the Executive Director determines is appropriate in the circumstances.
- 3613.6** The conditional commitment letter shall constitute the Agency's intent to fund, as approved by the Board, the Housing project, subject to the completion of the terms and conditions as enumerated in the letter.
- 3613.7** The financing feasibility letter shall not constitute a commitment on behalf of the Agency, but shall constitute a determination by the Agency staff that the proposed Housing project is feasible for financing by the Agency on the basis of preliminary reviews and analyses of the proposed site, market, design, development costs, operating budget, management plan, housing sponsor qualifications, and compliance with legal requirements.
- 3613.8** The financing feasibility or conditional commitment letter shall specify that upon satisfaction of the terms and conditions contained in the letter, and upon submission of a satisfactorily completed final application for Agency financing, or due diligence as may be required, the entire loan application shall be processed. Loans requiring a financial feasibility letter shall be presented to the Board for action with respect to the authorization of an Agency construction loan, permanent loan, or both.

- 3613.9** The financing feasibility or conditional commitment letter shall establish submission requirements, as determined appropriate by the Executive Director (such as the submission of preliminary designs), prior to submission of final application.
- 3613.10** Upon satisfaction of the terms and conditions contained in the financing feasibility letter and completion of the processing of the final loan application by the Agency staff, the Executive shall present to the Board his or her recommendations with respect to the application together with the Agency's analysis of the completed application. The Board shall make a determination by resolution whether the proposed Housing project is a feasible housing project and is approved by the Agency for construction or permanent financing or other assistance.
- 3613.11** The Board resolution shall authorize the issuance of an Agency construction or permanent financing commitment, or both, to the sponsor with respect to the proposed Housing project. The commitment may be issued for whatever term the Board determines to be appropriate in the circumstances.
- 3613.12** The resolution may include any conditions that the Agency considers appropriate with respect to the commencement of construction of the proposed Housing project, the marketing and occupancy of the housing development, the use, disbursement and repayment of the construction or permanent loan authorized, and all other matters relating to the acquisition, equipping, development, construction, or rehabilitation and operation of the proposed housing project.

SOURCE: Final Rulemaking published at 28 DCR 4544, 4551 (October 23, 1981); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3614 [REPEALED]

SOURCE: Final Rulemaking published at 28 DCR 4544, 4551 (October 23, 1981); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3615 [REPEALED]

SOURCE: Final Rulemaking published at 28 DCR 4544, 4551 (October 23, 1981); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3616 REGULATIONS OF HOUSING SPONSORS

3616.1 It shall be the policy of the Agency to ensure the operational stability of Housing projects to the greatest extent possible. To that end, the Agency's processing procedures, instructions, and guidelines may require the submission of any organizational documents necessary to determine the qualification of the applicant as a housing sponsor and desirable recipient of Agency financing.

3616.2 As a condition precedent to the closing of an Agency loan, the sponsor may be required to execute a regulatory agreement with the Agency and any other related documents that the Executive Director (or designee(s) of the Board) determines to be necessary or appropriate.

3616.3 The regulatory agreement or other documents related to the financing of the proposed housing project shall authorize the Agency to regulate any aspects of the development of the proposed housing project that the Executive Director (or designee(s) of the Board) determines to be necessary or appropriate to protect the interests of the Agency and permit fulfillment of the Agency's duties and responsibilities under the Act,

particularly, §§ 302(b)(1)(B) and 306(b)(1), (2), and (3) of the Act (D.C. Official Code § 42.2703.02 and § 42.2703.06).

SOURCE: Final Rulemaking published at 28 DCR 4544, 4551 (October 23, 1981); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3617 COLLATERAL AND SECURITY

3617.1 The Executive Director may, from time to time, establish the type and amount of collateral or other security to be provided by borrowers necessary to ensure repayment of permanent loans, repayment of construction loans, or successful completion of the proposed Housing projects.

3617.2 Collateral and security may be in the form of letters of credit, guarantees, cash benefit or other insurance, payment bonds, performance bonds, or other types approved by the Executive Director.

3617.3 The requirements for collateral and security shall be set forth in the Agency procedures, guidelines, and loan contract forms.

SOURCE: Final Rulemaking published at 28 DCR 4544, 4551 (October 23, 1981); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3618 [REPEALED]

SOURCE: Final Rulemaking published at 28 DCR 4544, 4551 (October 23, 1981); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3619 FEES

3619.1 The Agency may charge reasonable fees for the processing and evaluation of applications.

3619.2 The Agency may charge fees or require letters of credit to cover other appropriate costs of the Agency, non-asset bonds, security deficiencies, and other costs, as determined by the Agency.

3619.3 The terms and conditions under which fees or letters of credit will be required shall be provided in the Agency procedures and guidelines.

SOURCE: Final Rulemaking published at 28 DCR 4544, 4551 (October 23, 1981).

CHAPTER B37 - [REPEALED]

CHAPTER B38 – HFA: SINGLE FAMILY MORTGAGE PROGRAM

10-B3800	GENERAL PROVISIONS
10-B3801	ELIGIBLE MORTGAGE LENDERS AND INVITATION TO RESERVE FUNDS
10-B3802	ALLOCATION OF FUNDS FOR SPECIAL PROGRAMS
10-B3803	MORTGAGE LOAN TERMS
10-B3804	ELIGIBLE SINGLE FAMILY RESIDENCES
10-B3805	DISTRIBUTION OF LENDABLE BOND PROCEEDS
10-B3806	ELIGIBLE MORTGAGORS
10-B3807	PROGRAM FEES
10-B3808	LOAN PROCESSING AND PROGRAM DOCUMENTS
10-B3809	AFFIRMATIVE MARKETING GOALS
10-B3899	DEFINITIONS

3800 GENERAL PROVISIONS

- 3800.1** The provisions of this chapter shall establish the procedures for the administration of the Program.
- 3800.2** In order to generate funds from private and public sources to increase the supply and lower the cost of funds available for residential Mortgages and thereby help alleviate the critical shortage of adequate affordable housing for Low-income and Moderate-income persons in the District, the Agency is authorized under § 303 of the Act (D.C. Official Code § 42-2703.03) to invest in, purchase, make commitments to purchase, and take assignments from Approved Mortgage Lenders of Mortgage loans made to Low and Moderate-income persons for the financing of eligible residential housing that meets the requirements established by the Act and the Agency.
- 3800.3** The Agency shall be empowered to make or originate the following:

- (a) Loans to sponsors for the acquisition, equipping, construction, rehabilitation, or permanent Mortgage financing of home ownership housing projects for Eligible persons;
- (b) Loans through Approved Mortgage Lenders for the purchase of owner occupied residential housing by Eligible persons;
- (c) Funds available for home ownership Mortgage interest subsidy to be utilized by Eligible persons;
- (d) Loans to Eligible persons for the rehabilitation of residential housing;
- (e) Funds available to assist eligible prospective home purchasers to meet down payment requirements in order to obtain Mortgage financing;
- (f) Funds available in a Mortgage loan guarantee fund to be used by the Agency to guarantee or insure Mortgage loans in accordance with criteria established by the Agency;
- (g) Counseling programs available to Low-income and Moderate-income families; and
- (h) Loans for the prevention of foreclosures.

3800.4 The purchase of Mortgage loans shall be on whatever terms and conditions that the Agency determines to be appropriate in the circumstances.

3800.5 Terms and conditions shall be established in the Agency's Program documents.

3800.6 The Agency shall fund the purchase or origination of Mortgage loans or Mortgaged-backed securities with the proceeds of its Bonds or other available money.

3800.7 The Agency's obligation to purchase or originate Mortgage loans or Mortgaged backed securities shall be contingent on its ability to issue Bonds or acquire funds at a rate and upon other conditions acceptable to the Agency.

SOURCE: Final Rulemaking published at 30 DCR 4930 (September 23, 1983); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3801 ELIGIBLE MORTGAGE LENDERS AND INVITATION TO RESERVE FUNDS

3801.1 The Agency may accept as participants in the Program those Approved Mortgage Lenders which have demonstrated to the Agency, among other things, that they have the ability to originate and service Mortgage loans in the District and that they are in compliance with applicable local and federal statutes and regulations.

3801.2 The Agency shall invite interested Approved Mortgage Lenders to enter into a Participating Mortgage Lender Single Family Program Agreement in connection with the Program.

3801.3 Mortgage lenders may request, from time to time, an allocation of funds expected to be available for the purchase of Mortgage loans.

3801.4 Specific instructions concerning the following shall be contained in the Agency's program documents:

(a) The Agency's availability of funds;

- (b) Terms for purchasing qualified Mortgage loans; and
- (c) The method of allocating funds.

SOURCE: Final Rulemaking published at 30 DCR 4930 (September 23, 1983); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3802 ALLOCATION OF FUNDS FOR SPECIAL PROGRAMS

3802.1 The Agency may from time to time, establish Special Programs on the basis of the following:

- (a) The availability of adequate funds;
- (b) The effect of the allocation on the marketability of the Agency's Bonds;
- (c) The requirements of the Act and the Internal Revenue Code of 1954, as amended, and applicable I.R.S. regulations regarding the use of Bond proceeds;
- (d) The effect of the allocation in achieving the Agency's housing goals in the District; and
- (e) Other criteria that may be established by the Agency.

SOURCE: Final Rulemaking published at 30 DCR 4930 (September 23, 1983); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3803 MORTGAGE LOAN TERMS

3803.1 Each Mortgage loan shall be secured by a Mortgage which constitutes a lien on the interest in the Single-family residency encumbered by the mortgage or on the leasehold interest in the Single-family residence having an unexpired term equal to or longer than the term in which the Mortgage loan secured is to be amortized.

3803.2 Mortgage loan terms shall be established as the Agency determines to be appropriate in the circumstances.

3803.3 Mortgage loan terms shall be specified in the program documents and may include, but not be limited to, the following:

- (a) Maximum and minimum terms;**
- (b) Type of financing (e.g., graduated payment loan, variable rate loan);**
- (c) Assumption provisions;**
- (d) Prepayment penalties;**
- (e) Fee, charges, and other conditions of originating and servicing requirements;**

- (f) Maximum loan-to-value ratio;
- (g) Down payment requirements;
- (h) Interest rates; and
- (i) Acceleration provisions.

3803.4 The Agency shall establish the interest rate to be charged on the Mortgage loans, taking into account the Agency's costs of borrowing the funds required to purchase the Mortgage loans, administrative costs of the Agency, and possible losses due to Mortgage loan defaults.

3803.5 The interest rate on Mortgage loans financed with tax-exempt Bond proceeds shall not exceed the maximum permitted by application of the provisions of § 103 and § 141 through 150 of the Internal Revenue Code of 1986, as amended, and applicable Internal Revenue Service (I.R.S.) regulations.

SOURCE: Final Rulemaking published at 30 DCR 4930 (September 23, 1983); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3804 ELIGIBLE SINGLE FAMILY RESIDENCES

3804.1 The Agency may finance single family residences located in the District which satisfy the applicable requirements of the Act , I.R.S. regulations, the Department of Housing and Urban Development or other laws, rules, regulations, Program documents and guidelines applicable under the Agency's financing plan.

3804.2

The Program documents for eligible Single-family residences may provide the following:

- (a) Types of units to be financed (attached or detached single family, condominiums, cooperatives, new construction, substantial rehabilitation, existing homes);
- (b) Maximum purchase price for each type of unit;
- (c) Minimum number of occupants for units of different sizes;
- (d) In the case of condominium or cooperative units, pre-sale requirements, approval requirements, and maximum number of units to be financed in any building or project; and
- (e) Targeted areas.

SOURCE: Final Rulemaking published at 30 DCR 4930 (September 23, 1983); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3805

DISTRIBUTION OF LENDABLE BOND PROCEEDS

3805.1

In order to comply with § 103 and § 141 through 150 of the Internal Revenue Code of 1986, as amended, and applicable I.R.S. regulations, and to carry out the policy for which the Agency was created, the Agency shall provide a mechanism assuring that a necessary or reasonable amount of lendable Bond proceeds are distributed in Targeted areas and to such persons as the Agency determines suffer from a critical shortage of

affordable financing, or are otherwise in need of appropriate financing for Single-family residences.

SOURCE: Final Rulemaking published at 30 DCR 4930 (September 23, 1983); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3806 ELIGIBLE MORTGAGORS

3806.1 The Agency may purchase or originate Mortgage loans or Mortgage-backed securities made to eligible persons and families who satisfy the requirements of §103 and § 141 through 150 of the Internal Revenue Code of 1986, as amended, applicable I.R.S. regulations, and the Act and who meet certain additional criteria or goals as may, from time to time, be established by the Agency in its Program Documents.

SOURCE: Final Rulemaking published at 30 DCR 4930 (September 23, 1983); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3807 PROGRAM FEES

3807.1 The Agency may charge and collect from an Approved Mortgage Lender a reasonable fee to participate in the Program and to cover the Agency's cost of administering the Program and certain other costs as the Agency determines are necessary to cover cash flow or security deficiencies in connection with the issuance of the Program's Bonds.

3807.2 The Agency may also allow Approved Mortgage Lenders to charge the mortgagors or the sellers of Single-family residences reasonable fees to participate in the Program and defray the costs of originating and servicing the Mortgage loans to the extent permitted by applicable law.

SOURCE: Final Rulemaking published at 30 DCR 4930 (September 23, 1983); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3808 LOAN PROCESSING AND PROGRAM DOCUMENTS

3808.1 Mortgage loans to be purchased under the Program shall be originated by Approved Mortgage Lenders and serviced by Approved Mortgage Lenders or a Master servicer.

3808.2 Each Approved Mortgage Lender shall originate all Mortgage loans in accordance with the lender's then current standard underwriting policies, the standards of FNMA, FHA or FHLMC (or their respective successors), as applicable, and of the Agency or its designee.

3808.3 Each Approved Mortgage Lender or Master servicer shall service all Mortgage loans in accordance with the standards set by the Program documents.

3808.4 The standards for originating and servicing Mortgage loans may be modified from time to time by the Agency.

3808.5 The implementation of the Program may include the production and execution of certain Program documents, including, but not limited to, the following:

(a) Participating Mortgage Lender Single Family Program Agreement;

(b) Invitation to reserve funds; and

(c) Lender's manual.

3808.6 The Program documents shall be provided by the Agency and may be amended by the Agency from time to time. The Program documents shall be consulted in conjunction with the applicable provisions of this chapter to fully describe the Program and its procedures.

SOURCE: Final Rulemaking published at 30 DCR 4930 (September 23, 1983); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3809 AFFIRMATIVE MARKETING GOALS

3809.1 The Agency may establish a monitoring system to ensure that Approved Mortgage Lenders do the following:

- (a) Conduct outreach efforts and inform members of the community of the availability of the Agency's funding or Mortgage loans, particularly those groups identified by the Agency as having a need for increased housing opportunities; and
- (b) Make Mortgage loans to Eligible persons and families on a nondiscriminatory basis.

SOURCE: Final Rulemaking published at 30 DCR 4930 (September 23, 1983); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

3899 DEFINITIONS

3899.1

When used in this chapter, unless defined herein, words and phrases shall have their common industry meaning ascribed:

Approved Mortgage Lender:

- (a) The Agency, any bank, Mortgage banking company, trust company, savings bank, savings and loan association, credit union, national banking association, federal savings and loan or federal credit union which maintains an office in the District, an FHA approved lender; or meets other requirements as set forth by the Board of Directors of the Agency; and
- (b) Any insurance company that is authorized to do business in the District and meets the financial stability and sufficient net worth criteria established, from time to time, by the Agency.

Bonds - the bonds or other evidences of financial obligations of the Agency used to finance Mortgage loans.

Eligible person or family - one (1) or more persons or a family determined by the Agency to be of Low or Moderate-income who qualify for housing under the Program according to the requirements of the Program documents as established by the Agency and whose Gross income does not exceed the percentages, set forth in the Act, of the median family income, as revised from time to time, for the SMSA in which the District is located.

Gross income - the income shown on the last filed federal income tax return(s) which reflects gross income (total income including deductions) as well as verification of current income by the lender.

Master Servicer – the servicer designated, by and on behalf of the Agency, to service Mortgage loans originated by the Agency, Approved Mortgage Lenders or the

Master Servicer in accordance with the provisions of the Agency's Participating Mortgage Lender Single Family Program Agreement, servicing agreement, and the Program documents.

Mortgage - a Mortgage or deed of trust or any other owner-financing instrument as defined in § 102(n) of the Act, encumbering a Single-family residence located in the District and securing a Mortgage loan in the form and containing terms and provisions required in the applicable program documents and approved by the Agency pursuant to this Part.

Mortgage-backed securities - are asset-backed securities that represent a claim on the cash flows from Mortgage loans through a process known as securitization.

Mortgage loan - a loan to an Eligible person or family for the purposes of financing residential housing, committed by an Approved Mortgage Lender, pursuant to the applicable Program documents, which is evidenced by a Mortgage note secured by the related Mortgage and which the Agency purchases pursuant to a Participating Mortgage Lender Single Family Program Agreement with the Approved Mortgage Lender.

Mortgage note - a promissory note evidencing a Mortgage loan and secured by the related Mortgage in the form and containing terms required in the applicable Program documents and approved by the Agency.

Participating Mortgage Lender Single Family Program Agreement - an agreement between the Agency and an Approved Mortgage Lender, except where the Agency originates the loan, pursuant to which the Approved Mortgage Lender becomes a participant in the Program and in accordance with which Mortgage loans are originated, securitized, or purchased by the Agency, and serviced by the Approved Mortgage Lender or Master Servicer and which sets forth the requirements of the Act and this Participating Mortgage Lender Single Family Program Agreement .

Program - the Agency's single family mortgage program pursuant to which the Agency originates or purchases Mortgage loans, or Mortgage-backed securities from Approved Mortgage Lenders, including, but not limited to, refinancing loans and acquisition rehabilitation loans.

Program documents - any and all documents required by the Agency setting forth the terms and conditions under which the Agency shall originate or purchase Mortgage Loans from Approved Mortgage Lenders, or purchase Mortgage-backed securities from other entities.

Single-family residence - an owner-occupied single family residence, including a condominium and cooperative unit, that is located in the District and satisfies all the requirements of the Program documents.

SMSA - a Standard Metropolitan Statistical Area as defined by the United States Office of Management and Budget.

Special Programs - means programs that the DCHFA may establish from time to time to set aside Mortgage loan capacity for specific purposes or specific borrowers.

Targeted area - a qualified census tract or an area of chronic economic distress located in the District within the meaning of Section 143(j) of the Internal Revenue Code of 1986, as amended, and applicable I.R.S. regulations, and any other areas that the Agency may, from time to time, designate.

SOURCE: Final Rulemaking published at 30 DCR 4930 (September 23, 1983); as amended by Final Rulemaking published at 61 DCR 4156 (April 25, 2014).

District of Columbia Housing Finance Agency Board of Directors

Conflicts of Interest Report Form
(TRANSACTION NAME)

Director Name
(PRINT)

CHECK ALL THAT APPLY:

____ I have reviewed the list of matters scheduled to come before the Board of Directors of the District of Columbia Housing Finance Agency at the next scheduled meeting of the Board of Directors and I have identified THE FOLLOWING companies or individuals which may pose either an actual or apparent conflict of interest for me, for those with whom I have a business relationship, or for a member of my immediate family.*

LIST POTENTIAL CONFLICTS: _____

____ AND I shall publicly recuse myself from any initial discussions, debates, and/or votes on these matters when they come before the Board.

____ OR None of these matters pose an actual conflict and I believe I can fairly and impartially carry out my duties as Director regarding them and will publicly request the Board allow me to participate in acting on them when they come before the Board.

____ I have reviewed the list of matters scheduled to come before the Board of Directors of the District of Columbia Housing Finance Agency at the next scheduled meeting of the Board of Directors and I have identified NO companies or individuals which may pose either an actual or apparent conflict of interest for me, for those with whom I have a business relationship, or for a member of my immediate family.*

**A conflict occurs when a Director is called upon to act for or on behalf of the Housing Finance Agency in a matter relating to or involving a non-governmental entity or an individual in which or with whom the Director or a member of the Director's immediate family has a direct or indirect financial interest; or if, according to a reasonable third party, action by the Director in such a matter could be viewed as potentially providing private gain to the Director or a member of his immediate family.*

Director's Signature

Date

PLEASE FILL OUT AND RETURN TO THE EXECUTIVE DIRECTOR BEFORE THE BOARD MEETING

DCHFA Board of Directors - Conflict of Interest Recusal Process

Under current rules and protocol, if a Board Member is faced with a potential conflict, the following steps must be taken:

- a. The conflict must be specifically identified in the DCHFA public record at a Board meeting;
- b. The Board Member must outline his or her relationship to the particular transaction and involved entity;
- c. He or she should state any benefit, advantage, or gain (financial or otherwise), direct or indirect, received by the Board Member;
- d. Steps a-c are further facilitated because the Board has instituted a policy in which a Conflicts of Interest Report Form is included in the packages of information each board Member receives before Board meetings, and Board Members fill out and submit the Conflicts of Interest Report Form **prior to** participating in any discussion or decision related to matters scheduled to come before the Board at a Board meeting. The executed forms are housed in the Agency's Office of General Counsel.
- e. The Board Member must refrain from participating in any deliberation or discussion (preliminary or final, at a public meeting or otherwise), authorization, vote, or implementation of any DCHFA transaction in which the Board Member has a conflict; and
- g. The Board Member must leave the meeting in which any discussion or vote regarding the matter is to take place and not return until all discussion of the matter is finished.