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RESPONSES to FY22 – FY23 AGENCY PERFORMANCE OVERSIGHT HEARING  
PRE-HEARING QUESTIONS

General Questions

*1. Please provide the agency's mission statement.*

**Response:**

To advance the District of Columbia's housing priorities, the Agency invests in affordable housing and neighborhood development, which provides pathways for DC residents to transform their lives. We achieve this by delivering the most efficient and effective sources of capital available in the market to finance rental housing and to create homeownership opportunities.

*2. Please list any statutory mandates that the agency lacks sufficient resources to fully implement.*

**Response:**

There are no statutory mandates that the agency lacks sufficient resources to implement.

*3. Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that the agency is required to complete in FY 22 and FY 23, to date. For each requirement, please list the date the report was required and the date it was produced. If the agency did not produce the report on the mandated timeline, please explain why.*

**Response:**

The Agency is in compliance with:  
IRS Form 8038  
IRS Form 8328  
HUD Risk-Share Reporting  
DCHFA Annual Report Reporting  
DCHFA FOIA Reporting

*4. Please list and describe any regulations promulgated by the agency in FY 22 or FY 23, to date, and the status of each.*

**Response:**

The Agency did not promulgate any regulations in FY 22 or FY 23 to date.

**5. Please explain any significant impacts on your agency of any legislation passed at the federal or local level during FY 22 and FY 23, to date.**

**Response:**

The DC Council revised the DC Home Purchase Assistance Payment (“HPAP”) program (DC Code §42-2602.01) in order to expand repayment options and to adjust the borrower assistance amounts. The revised legislation includes a graduated repayment system, the postponement of repayments until a home is sold, and the establishment of an incentivize program to forgive a portion of the loan in the event of a refinancing. In addition, the legislation’s revised minimum amount of borrower financial assistance will be at least \$70,000 and the maximum amount of borrower assistance will be not more than \$202,000. This has resulted in an increase in the number of applications and an increase in the workload of Agency staff.

**6. What are the agency’s top five priorities? Please explain how the agency expects to address these priorities in FY 23.**

**Response:**

At the beginning of each fiscal year, agency leadership develops broad goals that drive the priorities for each department and are incorporated into the performance plans for individual employees. In FY 22 the five goals were: 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. In FY 23 the goals were changed to the following four goals: Recruit and retain staff by providing excellent benefits, professional development and wellness opportunities, Operate core business effectively, Innovate new products, processes and systems and Maximize the impact of the Agency to DC residents and external partners. These goals inform the sub-goals and tasks that shape departmental priorities and the goals established for individual employees.

**7. What are the metrics regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.**

**Response:**

Multifamily Production – number of tax exempt bonds issued, projects closed during a fiscal year and Housing Investment Platform (HIP) units delivered  
Single Family Production – dollar value and number of loans processed for DC Open Doors and the Home Purchase Assistance Program  
Annual Audit with no findings  
Fiscal Performance – quarterly expenses and revenue, year-end closing, operating within approved budget and compliance with internal controls  
The Agency also tracks vacancies, FMLA and other internal factors to assess performance.

**8. Please describe any new initiatives or programs that the agency implemented in FY 22 and FY 23, to date, to improve the operations of the agency. Please describe any funding utilized for these initiatives or programs and the results, or expected results, of each initiative.**

**Response:**

The Agency started a new predevelopment fund that was approved in FY23 for CBE and minority developers. The new \$15MM fund will provide loans up to \$2MM per sponsor. CBE developers can access up to \$2MM without regard to the location of the project. Developers focused on high priority areas outlined in the COMEBACK DC plan can also borrow up to \$2MM per sponsor. All other developers and projects will be limited to \$1MM/sponsor.

The Agency was also approved as an FFB lender through its risk share program. This new approval will allow the agency to access capital at rates competitive with Ginnie Mae backed HUD loans.

Non Applicable

**9. 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.

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

**Response:**

Business Operations

The Chief Operating Officer position was eliminated effective December 29, 2021. The Information Technology and Business Intelligence business unit which was supervised by the Chief Operating Officer is now lead by the Vice President of Technology and Business Intelligence, a new position. This position reports to the Chief of Staff.

The other direct reports of the Chief Operating Officer; Senior Vice President, Multifamily Lending and Neighborhood Investments, Senior Vice President, Portfolio and Asset Management and Vice President, Single Family Programs report directly to the Executive Director. All positions continue to serve as members of the senior management team.

Single Family Programs

The Senior Vice President of Single Family Programs was hired effective February 1, 2022. Organizational changes within the business unit were made effective October 1, 2022, for FY 23. The changes include the addition of the following new positions; Director of Single Family Programs, Data and Systems Analyst, and Customer Service Associate.

**11. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the 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 indicate if any position must be filled to comply with federal or local law.**

**Response:** See Tab 2.

**12. 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, the DC Housing Finance Agency does not detail employees.

**13. Please provide:**

**a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY 22 and FY 23, to date;**

**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 FY 22 and FY 23, 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, arranged by employee for FY 22 and FY 23, to date, including justification for travel;**

**Response:** See Tab 4.

**d. A list of total workers’ compensation payments paid in FY 22 and FY 23, to date, including the number of employees who received workers’ compensation payments, in what amounts, and for what reasons.**

**Response:**

No workers’ compensation payments were made in FY22 or FY23

**14. For FY 22 and FY 23, to date, what was the total agency cost for mobile communications and devices, including equipment and service plans?**

**Response:** \$37,866.67

**15. Please separately list each employee whose salary was \$100,000 or more in FY 22 and FY 23, 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 5.

**16. Please list in descending order the top 25 overtime earners in your agency in FY 22 and FY 23, to date, if applicable. For each, state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned by each.**

**Response:** See Tab 6.

**17. For FY 22 and FY 23, to date, please provide a list of employee bonuses, special pay granted, or separation pay issued, that identifies the employee receiving the bonus, special pay, or separation pay, the amount received, and the reason for the bonus, special pay, or separation pay.**

**Response:** See Tab 7.

**18. 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 the anticipated date of completion of each agreement in bargaining.**

**Response:** Non Applicable

**19. For FY 22 and FY 23, to date, please list all intra-District transfers to or from the agency.**

**Response:** Non Applicable

**20. For FY 22 and FY 23, 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:** Non 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.*

**21. For FY 22 and FY 23, 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 8.

**22. Please list and provide a copy of all memoranda of understanding (“MOU”) entered into by your agency during FY 22 and FY 23, 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:**

MOA between DMPED, DCHFA and DHCD, regarding allocation of Private Activity Bond Volume Cap. October 25, 2022 – September 30, 2023.

MOU DHCD & DCHFA: Delegation of LIHTC Determination and Administration Agreement regarding underwriting of 4% LIHTC. May 15, 2015 - May 15, 2020. Parties are still complying with the MOU.

The Residential Accessory Apartment Program MOU was an agreement between the DC Housing Finance Agency (HFA) and the Dept of Housing and Community Development (DCHD) whereby the Agency disbursed grants, at the direction of DHCD, to District residents for the creation of residential accessory apartments. The agreement was effective as of September 2022.

See Tab 9.

**23. Please list all open capital projects and capital projects in the financial plan under the agency’s purview, including the amount budgeted, actual dollars spent so far, any remaining balances, and the status of the project. In addition, please provide a description of any projects which are experiencing delays or which require additional funding.**

**Response:**

1. MF/PAM Software – \$500,000 Budgeted – Loan/Bond Portfolio Management Tool – awaiting feedback on ability to provide the enhanced scope of work presented by the Agency. The goal is to have a contract executed by the end of FY23.
2. SF Software Enhancements - \$50,000 Budgeted – Approximately \$12,000 Spent – Loan Pipeline Management Tool – Currently developing a project plan to implement the new Emphasys cloud/web-based software platform. This has enhanced capabilities for both internal and external users.

3. Financial Software Enhancements - \$50,000 Budgeted – Accounting Tool – Meetings to commence in Q3 around what enhancements the Finance team would like to address.
4. Electronic Signature - \$5,000 Budgeted – Signature and Workflow Tool – May require additional funds based on pricing structure and increased number of users. Approximately an additional \$10,000 is needed.
5. IT Helpdesk Software - \$15,000 Budgeted – IT Helpdesk Management Tool – Currently vetting SaaS and custom-made tools to facilitate IT issue requests and fulfillment.

**24. Please provide a table showing your agency’s Council-approved budget, revised budget (after reprogrammings, etc.), and actual spending, by program, activity, and funding source for FY 22 and FY 23, to date. Please detail any over- or under-spending and any federal funds that lapsed.**

**Response:**

BFA- FUND 0620; ORG 1000; PROGRAM 1100	2023 Budget
0011-REGULAR PAY - CONT FULL TIME	7,646,659.62
0014-FRINGE BENEFITS - CURR PERSONNEL	2,356,674.53
0015-OVERTIME PAY	32,100.00
<b>01-PERSONNEL SERVICES</b>	<b>10,035,434.15</b>
0020-SUPPLIES AND MATERIALS (CSG 201)	132,621.01
0030-ENERGY, COMM. AND BLDG RENTALS (CSG 305)	162,762.08
0031-TELEPHONE, TELEGRAPH, TELEGRAM, ETC (CSG 308)	120,564.50
0033-JANITORIAL SERVICES (CSG 430)	116,947.22
0034-SECURITY SERVICES (CSG 440)	30,141.13
0040-OTHER SERVICES AND CHARGES (CSG 410)	2,170,161.07
0041-CONTRACTUAL SERVICES - OTHER (CSG 409)	2,893,548.09
0070-EQUIPMENT & EQUIPMENT RENTAL (CSG 702)	229,072.56
0080-DEBT SERVICE	
<b>02-NON-PERSONNEL SERVICES</b>	<b>5,855,817.66</b>
<b>Total</b>	<b>15,891,251.81</b>

<b>BFA- FUND 0620; ORG 1000; PROGRAM 1100</b>	<b>2022 Budget</b>	<b>2022 Actual</b>	<b>Variance</b>
0011-REGULAR PAY - CONT FULL TIME	7,146,410.86	6,260,297.70	12.4%
0014-FRINGE BENEFITS - CURR PERSONNEL	2,202,499.56	1,195,073.83	45.7%
0015-OVERTIME PAY	30,000.00	16,314.22	45.6%
<b>01-PERSONNEL SERVICES</b>	<b>9,378,910.42</b>	<b>7,471,685.75</b>	<b>20.3%</b>
0020-SUPPLIES AND MATERIALS (CSG 201)	127,520.20	122,968.91	3.6%
0030-ENERGY, COMM. AND BLDG RENTALS (CSG 305)	156,502.00	154,668.29	1.2%
0031-TELEPHONE, TELEGRAPH, TELEGRAM, ETC (CSG 308)	115,927.41	44,100.40	62.0%
0033-JANITORIAL SERVICES (CSG 430)	112,449.25	103,618.61	7.9%
0034-SECURITY SERVICES (CSG 440)	28,981.85	6,744.32	76.7%
0040-OTHER SERVICES AND CHARGES (CSG 410)	2,086,693.33	1,211,877.66	41.9%
0041-CONTRACTUAL SERVICES - OTHER (CSG 409)	2,782,257.78	1,472,884.01	47.1%
0070-EQUIPMENT & EQUIPMENT RENTAL (CSG 702)	220,262.07	115,215.50	47.7%
0080-DEBT SERVICE	-	-	
<b>02-NON-PERSONNEL SERVICES</b>	<b>5,630,593.89</b>	<b>3,232,077.70</b>	<b>42.6%</b>
<b>Total</b>	<b>15,009,504.32</b>	<b>10,703,763.45</b>	<b>28.7%</b>

<b>BFA- FUND 0620; ORG 1000; PROGRAM 1100</b>	<b>Q1 2023 Budget</b>	<b>Q1 2023 Actual</b>	<b>Variance</b>
0011-REGULAR PAY - CONT FULL TIME	1,911,664.91	1,986,594.88	-3.9%
0014-FRINGE BENEFITS - CURR PERSONNEL	589,168.63	347,490.46	41.0%
0015-OVERTIME PAY	8,025.00	4,335.82	46.0%
<b>01-PERSONNEL SERVICES</b>	<b>2,508,858.54</b>	<b>2,338,421.16</b>	<b>6.8%</b>
0020-SUPPLIES AND MATERIALS (CSG 201)	33,155.25	11,781.93	64.5%
0030-ENERGY, COMM. AND BLDG RENTALS (CSG 305)	40,690.52	29,800.91	26.8%
0031-TELEPHONE, TELEGRAPH, TELEGRAM, ETC (CSG 308)	30,141.13	8,712.79	71.1%
0033-JANITORIAL SERVICES (CSG 430)	29,236.81	26,616.98	9.0%
0034-SECURITY SERVICES (CSG 440)	7,535.28	2,556.56	66.1%
0040-OTHER SERVICES AND CHARGES (CSG 410)	542,540.27	306,994.32	43.4%
0041-CONTRACTUAL SERVICES - OTHER (CSG 409)	723,387.02	353,006.09	51.2%
0070-EQUIPMENT & EQUIPMENT RENTAL (CSG 702)	57,268.14	16,896.21	70.5%
0080-DEBT SERVICE		-	
<b>02-NON-PERSONNEL SERVICES</b>	<b>1,463,954.42</b>	<b>756,365.79</b>	<b>48.3%</b>
<b>Total</b>	<b>3,972,812.96</b>	<b>3,094,786.95</b>	<b>22.1%</b>

*25. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY 23 or FY 24. For each, include a description of the need and the amount of funding requested.*

**Response:** Non Applicable



26. Please list, in chronological order, each reprogramming that impacted the agency in FY 22 and FY 23, to date, including those that moved funds into the agency, out of the agency, and within the agency. For each reprogramming, list the date, amount, rationale, and reprogramming number.

**Response:** Non Applicable

27. Please list each grant or sub-grant received by the agency in FY 22 and FY 23, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

**Response:**

<b>FY22 Home Purchase Assistance Program</b>			
	<b>Loans</b>	<b>Admin Cost</b>	<b>Total</b>
<b>CDBG</b>	1,248,166	340,132	1,588,298
<b>Local</b>	1,630,009	330,184	1,960,193
<b>Home</b>	3,683,040	0	3,683,040
	6,561,215	670,316	7,231,531

28. 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 FTE are dependent on grant funding.

29. Please list each contract, procurement, and lease entered into or extended by your agency during FY 22 and FY 23, to date. For each contract, please provide the following information where applicable:

**Response:** See Tab 10.

- a. The name of the contracting party;
- b. The nature of the contract, including the end product or service;
- c. The dollar amount of the contract, including amount budgeted and amount actually spent;
- d. The term of the contract;
- e. Whether the contract was competitively bid;

*f. The name of the agency's contract monitor and the results of any monitoring activity; and*

*g. The funding source.*

**30. What is your agency's current adjusted expendable budget for CBE compliance purposes? How much has been spent with SBEs or CBEs? What percent of the agency's current adjusted expendable budget has been spent with SBEs or CBEs?**

**Response:**

The Agency's adjusted expendable budget for FY 23 is \$2,008,170.08. To date \$207,817 has been spent on SBEs or CBEs which is 20 percent of the approved SBE goal.

**31. 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 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.**

**Response:**

U.S. Bank National Association vs. Noelle Cerqueira, 2023-CAB-000232

On January 17, 2023, the Agency was named as a defendant in a complaint to correct the legal description in a deed of trust related to a DC Open Doors borrower. The complaint specifically requests that the court reform the deed of trust so that it correctly identifies the property. The Agency is listed as a Defendant because the homeowner received DC Open Doors downpayment assistance in 2019. The Agency does not deny the facts alleged in the complaint and will not contest legal action. The Agency will allow the plaintiff to reform the deed of trust so that the property is correctly identified. There is no financial exposure to the Agency.

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.

Callahan et al v. DCHFA (2021 CA 003895 B)

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 filed a motion to dismiss and the motion was granted.

**32. Please list all settlements entered into by the agency and judgments against the agency (or by or against the District on behalf of the agency) in FY 22 or FY 23, to date, and provide the parties' names, the amount of the settlement or judgment, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).**

**Response:**

On September 21, 2022, the Agency received a settlement demand letter on behalf of Dionne Y. Brown alleging that she had performed capacity building services to the Faunteroy Community Enrichment Center ("FCEC") at the request of the Agency. While the Agency awarded a one-time grant to Ms. Brown to support her grant writing work, there was a dispute regarding whether Ms. Brown's grant award developed into a contract with the Agency to provide continued services to FCEC. While the Agency had not entered into a contract with Ms. Brown, the Agency settled the matter with Ms. Brown for the amount of \$34,300 and entered into a Settlement and Release Agreement on January 18, 2023.

**33. Please list the administrative complaints or grievances that the agency received in FY 22 and FY 23, to date, broken down by source. Please describe any changes to agency policies or procedures that have resulted from complaints or grievances that were resolved in FY 22 or FY 23, to date.**

**Response:**

No internal administrative complaints or grievances were filed for the period of FY22-23.

**34. Please list and describe any spending pressures the agency experienced in FY 22 and any anticipated spending pressures for the remainder of FY 23. Include a description of the pressure and the estimated amount. If the spending pressure was in FY 22, describe how it was resolved, and if the spending pressure is in FY 23, describe any proposed solutions.**

**Response:** Non Applicable

**35. Please provide the number of FOIA requests for FY 22, and FY 23, 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 22, the Agency received thirteen (13) FOIA requests. Five (5) requests were granted, in whole. One (1) request was granted, in part, denied, in part. One (1) request was denied, in whole. Six (6) requests were subject to other dispositions. The average Agency response time was fourteen (14) days. The estimated FTE required to process FOIA requests was one (1) FTE. The estimated number of staff hours spent responding to requests was forty (40) hours. The estimated cost of compliance was \$40,000. To date, the Agency has received one (1) FOIA request for FY 23, which is currently pending.

***36. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency that were completed during FY 22 and FY 23, to date.***

**Response:**

HUD is conducting an audit of certain historical projects in the Agency's Risk Share Portfolio.

***37. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or funded during FY 22 and FY 23, to date. Please submit a digital copy to the Committee of any study, research paper, report, or analysis that is complete.***

**Response:**

The Agency prepares an annual report. The report for calendar year 2022 is being finalized for distribution in early March.

***38. Please list any task forces, committees, advisory boards, or membership organizations in which the agency participates.***

**Response:**

- Black Homeownership Strike Force
- Housing Association of Nonprofit Development
- Coalition for Nonprofit Housing & Economic Development
- African American Real Estate Professionals
- District of Columbia Building Industry Association
- Women of Color in Community Development
- Affordable Housing Tax Credit Coalition
- National Council of State Housing Agencies
- National Association of Local Housing Finance Agencies

## AGENCY-SPECIFIC QUESTIONS

***39. How does DCHFA monitor what is happening with institutional investors to provide the best financing options?***

**Response:**

DCHFA receives weekly reports from large money center banks on a weekly and bi-weekly basis that provide an indication of interest rates and the number of transactions taking place. The agency also has regular conversations with bankers during the course of active transactions and prospective pipeline deals. There is a constant feedback loop and symbiotic relationship between the Agency and the market.

**40. A core goal for DCHFA in FY 22 was to invest in staff retention. How did DCHFA invest in staff retention in FY 22? Please describe how you measure staff retention.**

**Response:**

In an effort to invest in staff retention, DCHFA invested in two major areas; benefits and recognition.

DCHFA enhanced its benefits package to a more robust and Best in Class benefit package with various flexible options. New benefit offerings include:

- Medical Premiums paid 100% for employees and their dependents
- Increased employer match in the 457b Retirement Plan
- Increased volume for Employee's paid Life Insurance
- Launched a flexible match program wherein employees may redirect and/or allocate their unused employer match from the Agency's 457b Retirement account to their student loan(s) account or 529 college savings fund, or a combination of both funds.
- Implemented Leave Conversion Program wherein employees can convert vacation leave for financial and mental wellness, including, but not limited to, the ability to pay for travel, contribute to retirement investments, or pay down student loans.

DCHFA launched a new employee award and recognition program with the goal of recognizing employee's achievements and providing positive reinforcement.

Employees can be recognized by their peers and supervisor throughout the year. There are also three annual awards; (1) LEGACY AWARD in honor of the agency's late Executive Director/CEO, Todd A. Lee; (2) VIBE AWARD for the employee who lives and exemplifies the Agency values, and the (3) IMPACT AWARD given by the Executive Director/CEO to the employee who has gone above and beyond in effort to pursue the Agency's mission and its strategic goals.

**41. Another FY22 goal of the agency was to maximize the impact and efficiency of the agency. In what ways has the agency maximized its impact and efficiency?**

**Response:**

The leadership of the Agency continues to review business processes to determine if there are tools or technological solutions that promote efficiency. With regard to measuring impact, staff are working to identify metrics that will quantify impact.

**42. How many employees were placed on a Performance Improvement Plan in FY 22 and FY 23, to date?**

**Response:**

No employees have been placed on a Performance Improvement Plan in FY22 or FY23 to date.

**43. DCHFA surveys its Open Doors recipients. Please attach a copy of the survey that the agency provides to recipients.**

**Response:** See Tab 11.

**a. How many surveys were completed in FY 22 and FY 23, to date?**

One DC Open Doors survey was conducted in FY22. The survey was sent to approximately 650 previous DC Open Door borrowers.

**b. What were the findings of the surveys?**

The DC Open Doors Survey provided greater insight into the following information about borrowers that access our DC Open Doors product.

- 76% Under the Age of 40
- 61% Black
- 68% Female
- 74% Not Married (never been married)
- 78% No Children
- 74% Have Outstanding Student Debt
- 52% Have Student Debt greater than \$50k
- Average Credit Score 700
- Can afford \$385,000 Home Purchase

**44. Outside of the Open Doors surveys, what additional surveys does DCHFA perform?**

**Response:**

No additional surveys conducted in FY22 or to date in FY23.

**a. Please detail the number, topic, and results of any other surveys issued in FY 22 and FY 23, to date.**

None.

**45. DCHFA hired a new master servicer for Single-Family Programs to analyze its data regarding potential homebuyers to identify inequities with the goal of building solutions that promote inclusion and social equality. Regarding the data collected and analyzed by the master servicer:**

**Response:**

**a. Please detail the data that was collected.**

Data collected from our master servicer provides demographic insight into our borrowers and the productivity of our loan portfolio. We receive daily and monthly reports.

**b. What did you learn from this data?**

We have learned that our typical borrower is a black single woman that does not have children. This borrower's credit score is above 700 and her age is usually 34. We have also learned that disparities related to income, race and the ability to build wealth still exist for legacy residents of the district.

*c. What efforts have you made to promote inclusion and social equality in this space?*

We are in the process of procuring a consultant to further assist with the results of our DC Open Doors survey and the data provided by our master servicer. Our goal is to strengthen our product offerings to the benefit of our most typical borrower profile.

*46. A core value of DCHFA is “community focus”. DCHFA hosts public meetings and posts all notices for its Board of Directors meetings on the agency’s website. Outside of this how does DCHFA engage with residents to solicit input when making major decisions about its programs and developments?*

**Response:**

Non Applicable

*a. When there are community concerns about a particular development, for example under the HIP program, how does DCHFA work to further scrutinize the development and the concerns being raised?*

**Response:**

The Agency has had an opportunity to participate in the development process through the entitlement process and community meetings. Agency staff have been hand in hand with developers over the long entitlement process and as such those community concerns inform the final product. Our investments require the same public process as other developers; DCHFA is not exempt from development requirements.

*b. How does DCHFA work with its sister agency DHCD when there are community concerns with developments that receive tax credits or other District financing?*

**Response:**

DCHFA monitors properties on an annual basis through the audit review process. When issues arise, DCHFA will work with its partners to resolve them. Generally, the Agency’s role is to provide financial analysis or ensure that developments are consistent with their regulatory requirements.

*c. In the last five years, has DCHFA eliminated or reduced funding for a development after hearing from the community?*

**Response:**

Non Applicable

*47. Please detail how DCHFA works to engage small and locally owned businesses.*

**Response:**

DCHFAs routinely does business with small and locally owned businesses. In many instances the agency continues to contract with small and locally owned businesses that have historically partnered with the agency. If the agency is procuring a new service, the list of small and local businesses maintained by DSLBD is used as a resource to begin outreach and identify potential businesses.

**48. Residents have expressed concerns that most affordable housing units being developed are for single family households with no children. How does DCHFAs prioritize family-sized affordable housing units in its work?**

**Response:**

In a non-competitive bond allocation environment, DCHFAs does not have input for the bedroom unit mix at projects. If the issuance of tax-exempt bonds becomes competitive, DCHFAs will prioritize funding projects that receive the highest scoring under the Qualified Allocation Plan (QAP). Per the QAP, “preference points are awarded to Projects in which at least 30% of the affordable units have three or more bedrooms. Partial weight may be awarded to Projects that include a certain percentage of units that have two or more bedrooms.”

Additionally, through the implementation of the Housing Investment Platform (HIP), DCHFAs has funded the construction of over 80 affordable housing units that are predominately family-sized

**49. Please list all programs, products, and initiatives that develop revenue for the agency and provide a disaggregated list noting how much each has brought the agency in FY 22 and FY 23, to date.**

**Response:**

	<b>Year Ended</b>	<b>Three Months Ended</b>
	9/30/2022	12/31/2022
<b>Single Family Revenue</b>	1,517,274	146,639
<b>Multi-Family Revenue</b>	20,354,636	8,479,877
<b>Finance Investment Income</b>	1,874,949	627,954
<b>Total Revenue</b>	23,746,859	9,254,470



**50. Please describe how the “first in- first out” and the “project readiness” approach determines project prioritization.**

**Response:**

A “first in -first out” processing of applications means that projects are underwritten and funded based on a queue established by the chronological order of application submissions. DCHFA does not use this approach. Instead, DCHFA determines a project’s “readiness” to proceed to financial closing and prioritizes projects that provide evidence of the ability to close within six months. This evidence includes the status of construction permit filing, evidence a project can be constructed under current zoning, Letters of Intent (LOIs) from financing partners, and current construction pricing.

**51. The agency is working to develop an IT solution to regularly monitor the financial condition of projects in its portfolio. Please detail the status of this effort. Will this be a public facing portal?**

**Response:**

The Agency is awaiting feedback on the ability to provide the enhanced scope of work for the Loan/Bond Portfolio Management Tool presented to the vendor. The goal is to have a contract executed by the end of FY23. This tool is for internal use and will not have a public facing portal.

**52. Please provide the following for projects that were financed by DCHFA in FY 22 and FY 23, to date:**

**Response:** See Tab 12.

- a. List the name and ward of each development;**
- b. Whether each development incorporates rental units, ownership units, or both;**
- c. How many units total in each development;**
- d. How many units out of each development are studio units;**
- e. How many units per development are one-bedroom units;**
- f. How many units per development are 2-bedroom units;**
- g. How many units per development are 3-bedroom units;**
- h. How many units per development are 4-bedroom units;**
- i. The total amount and type of funding capital DCHFA allotted to each project.**

**53. Please provide the current amount in each special, reserve, and other fund maintained by DCHFA, and the allowable uses of each fund.**

**Response:**

The allowable use of the McKinney fund is for predevelopment expenses. The amount of the fund as of 9/30/22 was \$7,883,793.

**54. Please provide the total dollar amount and number of DC Open Doors home purchase loans given by DCHFA in FY 22 and FY 23, to date. Please break this data down by:**

**Response:**

FY22 Applicants – 187 Total Applicants

FY22 Recipients – 157 mortgage loans funded in an amount of \$53,100,159.

FY23 Applicants – 36 Total Applicants

FY23 Recipients - 23 mortgage loans funded in the amount of \$4,815,636.

**a. Average income of both applicants and recipients;**

FY22 Applicants - \$82,903

FY22 Recipients - \$80,193

FY23 Applicants – \$72,154

FY23 Recipients – \$69,678

**b. Race of applicants and recipients;**

FY22 Applicants

Black – 98

White – 28

Latino – 17

Asian – 2

Race Not Provided – 42

FY22 Recipients

Black – 98

White – 28

Latino – 17

Asian – 2

Race Not Provided – 12

FY23 Applicants

Black – 15

White – 6

Latino – 1

Race Not Provided – 14

FY23 Recipients

Black – 15

White – 6

Latino – 1

Race Not Provided – 1

***c. Gender of applicants and recipients;***

FY22 Applicants

Male – 57

Female – 93

Gender Not Provided – 37

FY22 Recipients

Male – 57

Female – 93

Gender Not Provided – 7

FY23 Applicants

Male – 10

Female – 12

Gender Not Provided - 14

FY23 Recipients

Male – 10

Female – 12

Gender Not Provided – 1

***d. Age of applicants and recipients; and***

FY22 Applicants

Not tracked.

FY22 Recipients

Age 18-26 – 52

Age 27-42 – 75

Age 43-58 – 25

Age 59+ - 5

FY23 Applicants

Not tracked.

FY23 Recipients  
Not available.

*e. Ward.*

FY22 Applicants  
Not tracked for Applicants. DC Open Doors does not require applicants to be a current resident of the District.

FY22 Recipients  
Ward 1= 11  
Ward 2= 8  
Ward 3= 6  
Ward 4= 18  
Ward 5= 29  
Ward 6= 6  
Ward 7= 41  
Ward 8= 38

FY23 Applicants  
Not tracked.

FY23 Recipients  
Ward 1= 1  
Ward 2= 1  
Ward 3= 1  
Ward 4= 1  
Ward 5= 5  
Ward 6= 1  
Ward 7= 4  
Ward 8= 9

**55. Please provide the eligibility criteria for DCHFAs home purchase loans.**

**Response:**

- Minimum credit score of 640
- Maximum income of \$170,750
  - Income is based on BORROWER's income ONLY (not household)
- Maximum debt-to-income (DTI) ratio of 50% (max DTI for FHA loan is 45%. Max DTI for FHA loans with a 680 credit score is 50%)
- \$726,200 maximum 1st trust loan amount
- No maximum sales price limit

**56. Please provide the total dollar amount and number of DC Open Doors Down Payment Assistance Loans (DPAL) given by DCHFA in FY 22 and FY 23, to date. Please break this data down by:**

**Response:**

In FY22, DCHFA funded 130 1<sup>st</sup> Trust mortgages that included down payment assistance. Total DPAL disbursed \$1,561,009.

**a. Average income of both applicants and recipients;**

This data is not tracked separately from loans without DPAL.

**b. Race of applicants and recipients;**

This data is not tracked separately from loans without DPAL.

**c. Gender of applicants and recipients;**

This data is not tracked separately from loans without DPAL.

**d. Age of applicants and recipients; and**

This data is not tracked separately from loans without DPAL.

**e. Ward.**

This data is not tracked separately from loans without DPAL.

**57. Please provide the eligibility criteria for Down Payment Assistance Loans.**

**Response:**

- Minimum credit score of 640
- Maximum income of \$170,750
  - Income is based on BORROWER's income ONLY (not household)
- Maximum debt-to-income (DTI) ratio of 50% (max DTI for FHA loan is 45%. However, the max DTI for FHA loans with a 680 credit score is 50%)
- \$726,200 maximum 1st trust loan amount
- No maximum sales price limit

**58. Please provide the number of residents benefitting from closing cost assistance through the DC Open Doors program, and the total dollar amount of closing cost assistance provided through the program in FY 22 and FY 23, to date. Please break this data down by:**

**Response:**

DCHFA's Down Payment Assistance Loans can also be utilized for closing costs.

Closing costs data is not tracked separately.

**a. Average income of both applicants and recipients;**

Closing costs data is not tracked separately.

**b. Race of applicants and recipients;**

Closing costs data is not tracked separately.

**c. Gender of applicants and recipients;**

Closing costs data is not tracked separately.

*d. Age of applicants and recipients; and*  
Closing costs data is not tracked separately.

*e. Ward.*  
Closing costs data is not tracked separately.

**59. Please provide the eligibility criteria for closing cost assistance.**

**Response:**

DC Open Doors funds can be utilized for both down payment and closing costs.  
Eligibility criteria are listed above under question #55.

**60. Please provide the total dollar amount and number of HPAP loans allotted in FY 22 and FY 23, to date. Please break this data down by:**

**Response:**

Notice of Eligibility Letters (HPAP/NOE Applications)

FY22 – 615 Applications Received, 348 NOE’s Issued

FY23 – 255 Applications Received, 86 NOE’s Issued

*a. Average income of both applicants and recipients;*

Not tracked. However, tracked for loans.

*b. Race of applicants and recipients;*

Not tracked. However, tracked for loans.

*c. Gender of applicants and recipients;*

Not tracked. However, tracked for loans.

*d. Age of applicants and recipients*

Not tracked. However, tracked for loans.

*e. Ward.*

FY22 NOE Applications Received

Ward 1 – 54

Ward 2 – 19

Ward 3 – 30

Ward 4 – 68

Ward 5 – 91

Ward 6 – 57

Ward 7 – 127

Ward 8 – 166

Outside the District - 3

FY22 NOE’s Issued

Ward 1 – 36

Ward 2 – 11

Ward 3 – 33  
Ward 4 – 54  
Ward 5 – 31  
Ward 6 – 31  
Ward 7 – 71  
Ward 8 – 89

FY23 NOE Applications Received

Ward 1 – 26  
Ward 2 – 16  
Ward 3 – 7  
Ward 4 – 24  
Ward 5 – 44  
Ward 6 – 30  
Ward 7 – 49  
Ward 8 – 55  
Outside the District - 4

FY23 NOE's Issued

Ward 1 – 6  
Ward 2 – 3  
Ward 3 – 4  
Ward 4 – 7  
Ward 5 – 15  
Ward 6 – 12  
Ward 7 – 15  
Ward 8 – 24

HPAP Loans

FY22 – 125 loans funded, \$6,873,767

FY23 – 53 loans funded, \$7,109,199

***f. Average income of both applicants and recipients;***

FY22 - \$68,764  
FY23 - \$69,624

***g. Race of applicants and recipients;***

FY22  
Age 18-26 – 7  
Age 27-42 – 31  
Age 43-58 – 12  
Age 59+ - 3

FY23  
Age 18-26 – 18  
Age 27-42 – 73  
Age 43-58 – 27  
Age 59+ - 7

***h. Gender of applicants and recipients;***

FY22  
Male – 40  
Female – 85

FY23  
Male – 11  
Female – 42

***i. Age of applicants and recipients; and***

FY22  
Age 18-26 – 7  
Age 27-42 – 31  
Age 43-58 – 12  
Age 59+

FY23  
Age 18-26 – 18  
Age 27-42 – 73  
Age 43-58 – 27  
Age 59+ - 7

***j. Ward.***

**FY22**  
Ward 1= 10  
Ward 2= 4  
Ward 3= 6  
Ward 4= 11  
Ward 5= 17  
Ward 6= 6  
Ward 7= 36  
Ward 8= 35

**FY23**  
Ward 1= 3  
Ward 2= 1  
Ward 3= 3  
Ward 4= 1  
Ward 5= 10  
Ward 6= 1



Ward 7= 20  
Ward 8= 14

**61. Please provide the eligibility criteria for HPAP.**

**Response:**

- Be Head of Household and First-time homebuyer
- Be very low to moderate income resident 50-110% MFI
- 620 FICO Score
- No ownership interest in any residential real estate within 3 years in the District
- Must use the property as primary residence
- Non-residents who have lived in the District for 3 years as an adult
- Contribute \$500 or %50 of liquid assets greater than \$3000, whichever is greater
- District residents are always the priority for HPAP assistance. Application from non-residents will be processed when there are no pending applications from current District residents

**62. How does the Greater Washington Urban League and DCHFA work together to co-administer the HPAP program?**

**Response:**

DCHFA & GWUL meet monthly to cohesively align processes and procedures, coordinate loan file transfers and discuss training and partnership opportunities.

**63. How does DCHFA help applicants navigate the HPAP program?**

**Response:**

DCHFA hosts Home-Buyer Sessions the first Wednesday of each month. The sessions help potential homeowners learn about and navigate the HPAP and DC Open Door programs. In each session, DCHFA's business development manager, a featured lender and a realtor walk through the HPAP and DCOD process and answer any questions that arise from attendees.

**64. Please provide the number of residents receiving ReMIT assistance and the total dollar amount of ReMIT assistance provided in FY 22 and FY 23, to date. Please break this data down by:**

**Response:**

There was no ReMIT programmatic activity in FY22 or FY23. The foreclosure moratorium and Homeowner Assistance Fund shielded many borrowers from foreclosure until September 30<sup>th</sup>, 2022. Additionally, the authorizing legislation for ReMIT expired on December 31, 2022.

**a. Average income of both applicants and recipients;**

- b. Race of applicants and recipients;*
- c. Gender of applicants and recipients;*
- d. Age of applicants and recipients; and,*
- e. Ward;*

**65. Please provide the eligibility criteria for the ReMIT assistance program.**

**Response:**

ReMIT is no longer active.

**66. Please provide the number of residents receiving first trust mortgages under the DC4ME program and the total dollar amount of first trust mortgages under the DC4ME program in FY 22 and FY 23, to date. Please break this data down by:**

**Response:**

FY22 Applicants & Recipients

19

Total Loan Amount - \$6,024,824

Total DPAL - \$94,230

FY23 Applicants & Recipients

1

Total Loan Amount - \$213,300

Total DPAL - \$0

**a. Average income of both applicants and recipients;**

FY22

\$79,511

FY23

Not Available

**b. Race of applicants and recipients;**

FY22

Black – 14

White – 4

Latino – 0

Asian – 1

FY23

Not Available

*c. Gender of applicants and recipients;*

Male – 7

Female – 12

*d. Age of applicants and recipients; and,*

FY22

Age 18-26 – 7

Age 27-42 – 31

Age 43-58 – 12

Age 59+ - 3

FY23

Not Available.

*e. Ward.*

FY22

Ward 1 – 2

Ward 2 – 0

Ward 3 – 1

Ward 4 – 4

Ward 5 – 0

Ward 6 – 0

Ward 7 – 5

Ward 8 – 7

FY23

Ward 1 – 0

Ward 2 – 0

Ward 3 – 0

Ward 4 – 0

Ward 5 – 0

Ward 6 – 0

Ward 7 – 0

Ward 8 – 1

*67. Please provide the eligibility criteria for the DC4ME program.*

**Response:**

DC4ME PLUS is a first-time homebuyer mortgage program offered to current Full-Time District Government employees, including employees of District Government-based Instrumentalities, Independent Agencies, District of Columbia Public Charter Schools, and Organizations, provided the applicant/borrower's employer falls under the oversight of the Council of the District of Columbia.

- Applicant must be a 1st time Homebuyer (Federal definition)

- Maximum Household Income may not exceed 120% of AMI (as announced by DCHFA)
- The First Trust will be a 30 year fixed rate conventional Freddie Mac HFA Advantage loan and must follow US Bank HFA Advantage guidelines. Must receive Accept/Eligible LP Findings.
- Maximum 50% DTI; Maximum loan amount of \$484,350; Maximum Sale Price of \$525,000
- At least 1 borrower must have completed a Home Buyer Education Class within 1 year of settlement.
- Eligible borrowers may borrow up to 3% of the purchase price. The DPAL is a repayable non-amortizing 0% interest, deferred 2nd lien.
- MCC's are not compatible with this product.

**68. For the DCHFA/HUD: Level 1 Risk Share Program, please provide for FY 22 and FY 23, to date:**

**a. The number of developers, by ward, who have benefited from the program;**

**Response:**

One developer with a project in Ward 8.

**b. The number of units rehabilitated and constructed, by ward, with assistance from the program; and,**

**Response:**

130 new construction units in Ward 8.

**c. The number of affordable units, by level affordability and by ward, rehabilitated and constructed with assistance from the program.**

**Response:**

130 construction units in Ward 8.

14 units at 30% AMI, 42 units at 50% AMI, and 74 units at 60% AMI

**69. For the McKinney Act Loan Program, please provide allotted in FY 22-FY 23, to date. Please also provide for FY 22 and FY 23, to date:**

**a. The number of developers, by ward, who have benefited from the program;**

**Response:**

Two developers, National Housing Trust and Banneker Ventures, have received McKinney Act Loan approval. Both properties are in Ward 8.

*b. The number of units rehabilitated and constructed, by ward, with assistance from the program; and,*

**Response:**

359 units are proposed to be constructed in Ward 8.

*c. The number of affordable units, by level affordability and by ward, rehabilitated and constructed with assistance from the program.*

**Response:**

There are 55 30% AMI units, 225 50% AMI units, 60 60% AMI units, and 19 80% AMI units. All units are new construction and all are located in Ward 8

**70. Please provide an update on the Housing Investment Platform (HIP), including:**

*a. The developers you have partnered with in FY 22 and FY 23, to date;*

**Response:**

DCHFA partnered with H2 Development for the Howard Road Project.

*b. The locations of each development in FY 22 and FY 23, to date.*

**Response:**

This project is located at the intersection of Howard Road SE and Firth Sterling Avenue SE in Ward 8.

**71. A core mission of HIP is to promote and grow emerging developers of color, a group that has historically lacked access to institutional capital. How do you measure the success of the agency in reaching this goal?**

**Response:**

Through the HIP program and new pre-development fund the Agency continues to provide developers with competitively priced capital. We measure our success through several metrics:

1. Number of projects and units produced by lead minority/CBE sponsors.
2. Growth of emerging developer's capacity, i.e. number of successful and market rate returns for their projects.

**72. Please provide the number of residents benefiting from the DC Mortgage Assistance Program and the total dollar value of assistance provided by the program in FY 22 and FY 23, to date. Please break this data down by:**

**Response:**

There was no DC Mortgage Assistance programmatic activity in FY22 or FY23.

*a. Average income of both applicants and recipients;*

*b. Race of applicants and recipients;*

- c. Gender of applicants and recipients;*
- d. Age of applicants and recipients; and,*
- e. Ward.*

**73. Please provide the eligibility criteria for the DC Mortgage Assistance Program.**

**Response:**

- Must be borrower's primary residence and the residence must be located in the District of Columbia
- Must have been current as of the March 1<sup>st</sup> payment (prior to being affected by COVID-19)
- Must be able to document income affected due to COVID-19
- Borrower must be the borrower on the home loan, not just a member of the household
- Must show proof that the borrower is not eligible for forbearance or other types of relief offered through the servicer and/or Hardest Hit Funds

**74. Does DCHFA measure any resulting positive or negative displacement impact of developments it subsidizes?**

**Response:**

The Agency reviews the sponsor's relocation plan during its underwriting process. Once the transaction is approved the sponsor is required to provide updates of tenant movement at each phase of the project's renovation. If a resident issue arises, the Agency works closely with the sponsor and its managing agent to cure the issue.

**75. Please explain the internal procedures 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 or staff 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 or staff must outline his or her relationship to the particular transaction and involved entity;
3. The Board Member or staff 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 or staff 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 or staff 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.

***76. Please list projects sponsored by a member of the Board, their organizations, employees, and/or development partners in FY 22 and FY 23, to date.***

**Response:**

Delta Towers Additional Bonds FY22  
Capitol Vista Additional Bonds FY22  
Belmont Crossing 1 FY22  
Cascade Park Apartments FY22  
Parcel 42 FY22  
Wilhelmina Rolark- McKinney FY22  
Residences at Benning Road FY22  
Faircliff Plaza East FY22  
Ridgecrest Village Phase I FY22  
Park Morton Phase I FY22  
The Strand Additional Bonds FY22  
Takoma Place Additional Bonds FY22  
Northwest One Phase II FY23  
Worthington Woods FY23

***77. Please list projects where a staff member or member of the Board recused themselves in FY 22 and FY 23, to date.***

**Response:**

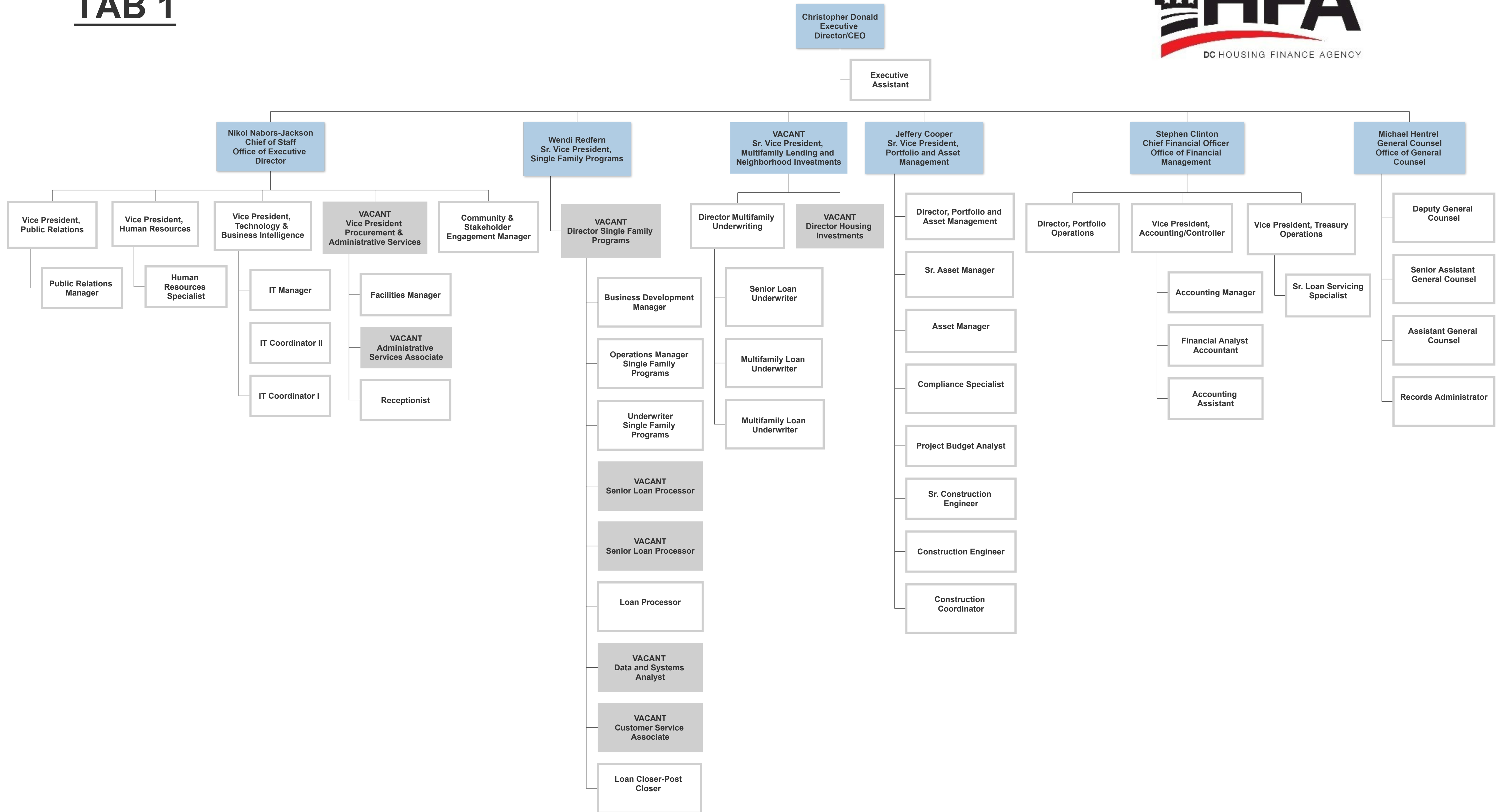
Delta Towers Additional Bonds FY22  
Capitol Vista Additional Bonds FY22  
Belmont Crossing 1 FY22  
Cascade Park Apartments FY22  
Parcel 42 FY22  
Wilhelmina Rolark- McKinney FY22  
Residences at Benning Road FY22  
Faircliff Plaza East FY22  
Ridgecrest Village Phase I FY22  
Park Morton Phase I FY22  
The Strand Additional Bonds FY22  
Takoma Place Additional Bonds FY22  
Northwest One Phase II FY23  
Worthington Woods FY23

***78. Please list any projects considered by the Board in FY 22 and FY 23, to date, in which a member of the Board or staff member of the Board had a financial interest.***

**Response:**

Delta Towers Additional Bonds FY22  
Capitol Vista Additional Bonds FY22  
Cascade Park Apartments FY22  
Parcel 42 FY22  
Wilhelmina Rolark- McKinney FY22  
Residences at Benning Road FY22  
Faircliff Plaza East FY22  
Ridgecrest Village Phase I FY22  
Park Morton Phase I FY22  
The Strand Additional Bonds FY22  
Takoma Place Additional Bonds FY22  
Northwest One Phase II FY23  
Worthington Woods FY23





**Summary Data**  
 Filled Positions (FTE): 47  
 Vacancies: 9  
 Effective as of 12/31/2022

# TAB 3

## DCHFA LAPTOP AND CELL LIST

### DCHFA Laptops

User	Model
Cheryl Robers	Inspiron 5579 (2in1)
Auditorium Usage	Inspiron 5579 (2in1)
Lisa Davis	Inspiron 5579 (2in1)
Karen Harris	Inspiron 5579 (2in1)
James Grisham	Inspiron 5579 (2in1)
Scott Hutter	Inspiron 5579 (2in1)
Frederica Earle	Inspiron 5579 (2in1)
Antionette Jones	Inspiron 5579 (2in1)
Bill (William) Milko	Inspiron 5579 (2in1)
Tanisha Darden	Inspiron 5579 (2in1)
Zein B. Shukri	Inspiron 5579 (2in1)
Tracy Wright	Inspiron 5579 (2in1)
Stephen Clinton	Inspiron 5579 (2in1)
Adriana Dixon	Inspiron 5579 (2in1)
Karen Harris	Inspiron 5579 (2in1)
Seyoum Gizaw	Inspiron 5579 (2in1)
Network Services	Inspiron 7590 (2in1)
Marcus Thompson	Inspiron 7590 (2in1)
Levent Arikok	Inspiron 7590 (2in1)
Tahsin Bakar	Inspiron 7590 (2in1)
Wendy Redfern	Inspiron 7590 (2in1)
Lillian Johnson	Inspiron 7590 (2in1)
Michael Hentrel	Inspiron 7590 (2in1)
Matthew Pleasant	Inspiron 7590 (2in1)
Christopher E. Donald	Inspiron 7590 (2in1)
Kelley Brown	Inspiron 7590 (2in1)
Birol Yilmaz	Inspiron 7590 (2in1)
Sue Ghazi	Inspiron 7590 (2in1)
Sidney Vass	Inspiron 7590 (2in1)
Yolanda MCCutchen	Inspiron 7590 (2in1)
Jeffery Cooper	Inspiron 7590 (2in1)
Clarence Watson	Inspiron 7590 (2in1)
Christopher E. Donald	Latitude 3520
Tikisha Wilson	Latitude 3520
Jackie Langeluttig	Latitude 3520
Henry L. Jones	Latitude 3520
Linda Hartman	Latitude 3520
Lindsey Smith	Latitude 3520
Nikol Nabors-Jackson	Latitude 3520

### DCHFA Mobile Devices

User	Model
TRACY PARKER	IPHONE 8 PLUS SP GRAY 64GB VZ
CONNIE SMILEY	IPHONE 8 PLUS SP GRAY 64GB VZ
JASMINE JACKSON	IPHONE 8 PLUS SP GRAY 64GB VZ
SUE GHAZI	IPHONE 8 PLUS SP GRAY 64GB VZ
BRITTNEY JORDAN	IPHONE 8 PLUS SP GRAY 64GB VZ
MARCUS THOMPSON	IPHONE 8 PLUS SP GRAY 64GB VZ
CHRISTOPHER DONALD	IPHONE 12 64 BLACK
JEFFERY COOPER	IPHONE 8 PLUS SP GRAY 64GB VZ
BILL MILKO	IPHONE 8 PLUS SP GRAY 64GB VZ
JAMES HOLLY-GRISHAM	IPHONE 11 64GB BLACK
LILLIAN JOHNSON	IPHONE 12 64 BLACK
STEVE CLINTON	IPHONE 8 PLUS SP GRAY 64GB VZ
TRACY WRIGHT	IPHONE 8 PLUS SP GRAY 64GB VZ
SIDNEY VASS	IPHONE 8 PLUS SP GRAY 64GB VZ
MICHAEL HENTREL	IPHONE 12 64 BLACK
HEATHER HART	IPHONE 8 PLUS SP GRAY 64GB VZ
ZEIN SHUKRI	IPHONE 8 PLUS SP GRAY 64GB VZ
KEAMI ESTEP	IPHONE 12 64 BLACK
HENRY JONES	IPHONE 8 PLUS SP GRAY 64GB VZ
SEYOUM GIZAW	IPHONE 8 PLUS SP GRAY 64GB VZ
SUSAN ORTIZ	IPHONE 13 PRO 256 GRAPHITE
BIROL YILMAZ	IPHONE 8 PLUS SP GRAY 64GB VZ
IKEOGU IMO	IPHONE 8 PLUS SP GRAY 64GB VZ
NIKOL NABORS-JACKSON	IPHONE 11 64GB BLACK
YOLANDA MCCUTCHEEN	IPHONE 13 PRO 256 GRAPHITE
SOLOMON HUGHES	IPHONE 8 PLUS SP GRAY 64GB VZ
SCOTT HUTTER	IPHONE 11 64GB BLACK
RONG LIU	IPHONE 11 64GB BLACK
JEFFERY COOPER	GLOBAL USB MODEM USB730L
TANISHA DARDEN	Non-VZW Device
KELLEY BROWN	IPHONE 8 PLUS SP GRAY 64GB VZ
ASHLEY BROWN	IPHONE 12 64 BLACK
CONNIE SMILEY	GLOBAL USB MODEM USB730L
CLARENCE WATSON	IPHONE 12 64 BLACK
FREDERICKA EARLE	IPHONE 8 PLUS SP GRAY 64GB VZ
YAN JI	IPHONE 8 PLUS SP GRAY 64GB VZ
LILLIAN JOHNSON	GLOBAL USB MODEM USB730L
LINDA HARTMAN	IPHONE 8 PLUS SP GRAY 64GB VZ
MADISON DRAMSTAD	IPHONE 13 PRO 128 GRAPHITE
JACKIE LANGELUTTIG	IPHONE 12 64 BLACK
ADRIANA DIXON	IPHONE 12 64 BLACK
ROSEMARIE WARREN	IPHONE 12 64 BLACK
MATTHEW PLEASANT	IPHONE 12 64 BLACK
KELLEY BROWN	GLOBAL USB MODEM USB730L
JACKIE LANGELUTTIG	GLOBAL USB MODEM USB730L
GREGOY GRAHAM	IPHONE 12 128 BLACK
KYLA PECK	IPHONE 12 128 BLACK
ERIC BUNN II	IPHONE 12 64 BLACK
WENDI REDFERN	IPHONE 12 64 BLACK

### DCHFA Surface Pros

User	Model
Wendy Redfern	Surface Pro 4
Michael Hentrel	Surface Pro 4
Henry L. Jones	Surface Pro 4
Heather Hart	Surface Pro 4
Yolanda MCCutchen	Surface Pro 4
Thurston Ramey	Surface Pro 4
Rong Liu	Surface Pro 4
Tracy Parker	Surface Pro 5
Sidney Vass	Surface Pro 5
Brittney Jordan	Surface Pro 5
Adriana Dixon	Surface Pro 5
Sidney Vass	Surface Pro 5
Stephen Clinton	Surface Pro 6
Nikol Nabors-Jackson	Surface Pro 6
Birol Yilmaz	Surface Pro 6
Thurston Ramey	Surface Pro 6
Jasmine Jackson	Surface Pro 6
Levent Arikok	Surface Pro 6
Rosemarie Warren	Surface Pro 7 +
Yan Ji	Surface Pro 7 +
Solomon Hughes	Surface Pro 7 +
Heather Hart	Surface Pro 7 +
Gregory Graham	Surface Pro 8
Eric Bunn	Surface Pro 8
Kyla Peck	Surface Pro 8
Ashley Brown	Surface Pro 8

Note - These lists show all equipment issued but not returned or replaced. Users who appear twice under laptops and surface pros do not necessarily have multiple devices.



Steve Clinton	Finance	Conference	FY22	4/23/2022	4/26/2022	NALHFA Annual Conference	NALHFA	New York, NY	\$675.00	\$647.31	\$270.00	\$79.00	\$237.00	\$1,429.31
Steve Clinton	Finance	Conference	FY22	4/26/2022	4/30/2022	Smiths Affordable Housing Conference	Smith's	Ft. Lauderdale, FL	\$400.00	\$2,095.24	\$286.80	\$69.00	\$276.00	\$3,058.04
Steve Clinton	Finance	Conference	FY23	10/23/2022	10/25/2022	NCSHA Annual Conference 2022	NCSHA	Houston, TX	\$515.00	\$657.44	\$501.20	\$69.00	\$207.00	\$1,880.64
														<b>\$6,767.99</b>
Susan Ortiz	OED	Conference	FY22	4/24/2022	4/27/2022	NALHFA Annual Conference	NALHFA	New York, NY	\$575.00	\$1,294.61	\$280.00	\$79.00	\$316.00	\$2,465.61
Susan Ortiz	OED	Conference	FY23	10/21/2022	10/25/2022	NCSHA Annual Conference 2022	NCSHA	Houston, TX	\$515.00	\$1,314.87	\$467.20	\$69.00	\$345.00	\$2,642.07
														<b>\$5,107.68</b>
Tanisha Darden	Single Family	Conference	FY23	10/21/2022	10/25/2022	NCSHA Annual Conference 2022	NCSHA	Houston, TX	\$515.00	\$1,314.87	\$384.95	\$69.00	\$345.00	\$2,559.82
														<b>\$2,559.82</b>
Thurston Ramey	OED	Conference	FY23	10/22/2022	10/25/2022	NCSHA Annual Conference 2022	NCSHA	Houston, TX	\$515.00	\$986.15	\$500.00	\$69.00	\$276.00	\$2,277.15
Thurston Ramey	OED	Conference	FY23	12/3/2022	12/9/2022	Emphasys Annual Conference	Emphasys	Fort Lauderdale, FL	\$1,100.00	\$2,117.62	\$272.00			\$3,489.62
														<b>\$3,489.62</b>
Tracy Parker	OGC	Conference	FY22	4/23/2022	4/27/2022	NALHFA Annual Conference	NALHFA	New York, NY	\$575.00	\$0.00		\$79.00	\$316.00	\$891.00
Tracy Parker	OGC	Conference	FY23	10/21/2022	10/25/2022	NCSHA Annual Conference 2022	NCSHA	Houston, TX	\$515.00	\$1,314.87	\$500.00	\$69.00	\$345.00	\$2,674.87
														<b>\$3,565.87</b>
Wendi Redfern	Single Family	Membership	FY22	4/24/2022	4/27/2022	NALHFA Annual Conference	NALHFA	New York, NY	\$575.00	\$970.96	\$281.00	\$79.00	\$316.00	\$2,142.96
Wendi Redfern	Single Family	Conference	FY23	10/21/2022	10/25/2022	NCSHA Annual Conference 2022	NCSHA	Houston, TX	\$515.00	\$1,314.87	\$427.96	\$69.00	\$345.00	\$2,602.83
Wendi Redfern	Single Family	Conference	FY23	12/6/2022	12/8/2022	Emphasys Annual Conference	Emphasys	Fort Lauderdale, FL	\$1,100.00	\$911.91	\$297.96			\$2,309.87
														<b>\$7,055.66</b>
Yolanda McCutchen	OED	Conference	FY22	11/17/2021	11/21/2021	Smith's Affordable Housing Finance Conference 2021	Smith's	Napa, CA	\$400.00	\$2,592.00	\$425.60	\$79.00	\$237.00	\$3,654.60
Yolanda McCutchen	OED	Conference	FY22	4/24/2022	4/27/2022	NALHFA Annual Conference	NALHFA	New York, NY	\$575.00	\$1,294.61	\$280.00	\$79.00	\$316.00	\$2,465.61
Yolanda McCutchen	OED	Conference	FY22	8/2/2022	8/7/2022	NABJ x NAHJ Convention	NABJ	Las Vegas, NV	\$558.00	\$1,050.00	\$847.20	\$69.00	\$414.00	\$2,869.20
Yolanda McCutchen	OED	Conference	FY23	10/21/2022	10/25/2022	NCSHA Annual Conference 2022	NCSHA	Houston, TX	\$515.00	\$1,314.87	\$467.20	\$69.00	\$345.00	\$2,642.07
														<b>\$11,631.48</b>
<b>Total</b>														<b>\$132,707.73</b>

# TAB 8

FY 2022 Credit Card Spending			
Post Date	Transaction	Merchant Name	General Purpose
10/07/2021	1.05	APPLE.COM/BILL	Softare licenses and maintenance
10/18/2021	4.24	D J	Subscriptions and publications
10/25/2021	4.24	D J	Subscriptions and publications
10/14/2021	4.91	FEDEX	Postage and delivery
10/21/2021	5.95	FEDEX	Postage and delivery
10/18/2021	13.99	AMZN MKTP US	Employee relations
10/27/2021	30.00	UBREAKIFIX.COM	Cell phone
10/08/2021	35.00	CHECKR, INC CHECKR.COM	Recruitment hiring
10/14/2021	35.99	AMZN MKTP US	Office supplies
10/13/2021	38.95	MBS LIVE MONTH	Subscriptions and publications
10/19/2021	41.34	NYTIMES	Subscriptions and publications
10/08/2021	45.00	MDT RUSH DELIVERY LLC	Postage and delivery
10/14/2021	49.98	AMZN MKTP US	Office supplies
10/15/2021	68.92	GOURMETGIFTBASKETS.COM	Employee relations
10/28/2021	118.00	UNITED AIRLINES	Travel - fares, lodging
10/28/2021	121.40	UNITED AIRLINES	Travel - fares, lodging
10/15/2021	121.89	EDIBLE ARRANGEMENTS	Employee relations
10/28/2021	136.00	UNITED AIRLINES	Travel - fares, lodging
10/28/2021	142.00	EZCATERCAKESHINE	Employee relations
10/28/2021	150.00	NCSHA	Conferences and meetings
10/25/2021	183.58	ENGINEERS OUTLET	Building repairs and maintenance
10/01/2021	200.00	WWW.NOVOCO.COM	Staff training
10/25/2021	207.23	U.S. OFFICE SOLUTIONS	Office supplies
10/11/2021	210.81	UBER TRIP	Local transportation
10/27/2021	210.99	SOUTHWEST	Travel - fares, lodging
10/04/2021	212.00	NLI	Softare licenses and maintenance
10/15/2021	219.99	AMZN MKTP US	Other IT
10/01/2021	225.00	WWW.NOVOCO.COM	Staff training
10/01/2021	225.00	WWW.NOVOCO.COM	Staff training
10/04/2021	225.00	MDT RUSH DELIVERY LLC	Postage and delivery
10/14/2021	250.00	CLEAR TO GO!	Softare licenses and maintenance
10/04/2021	259.70	TIFFANY & CO	Employee relations
10/27/2021	276.35	SILVERADO RESORT	Travel - fares, lodging
10/04/2021	299.95	IBACKUP	Softare licenses and maintenance
10/19/2021	300.00	EXQWIZIT GARAGE	Building special project
10/07/2021	380.00	GLOBAL PRINT MASTER	Printing and copying
10/13/2021	382.05	REPUBLIC SERVICES TRAS	Office clean and trash
10/04/2021	390.08	TORY BURCH LLC	Employee relations
10/26/2021	425.60	DELTA	Travel - fares, lodging
10/28/2021	498.40	UNITED AIRLINES	Travel - fares, lodging
10/18/2021	538.00	BISNOW	Public relations
10/07/2021	623.57	EZCATERDISTRICT RICO	Employee relations
10/06/2021	701.36	IN *PRECISION CAPITAL	Office supplies
10/26/2021	800.00	SMITH RESEARCH GRADING	Conferences and meetings
10/26/2021	1,038.00	JOBTARGET	Recruitment hiring
10/25/2021	1,156.73	IN *PRECISION CAPITAL	Office supplies
10/01/2021	1,293.20	MSFT * E0500G3B8K	Softare licenses and maintenance
10/01/2021	1,400.00	THE BUSINESS JOURNALS	Advertising-marketing
10/18/2021	1,663.81	PROTECTION ONE ALARM	Security services
10/26/2021	1,698.00	ZONDA MEDIA	Conferences and meetings
10/27/2021	2,592.86	SILVERADO RESORT	Travel - fares, lodging
10/14/2021	13,954.50	ADEPT COMMUNICATIONS A	Building special project

11/01/2021	265.00	SO OTHERS MIGHT EAT(WE	Community outreach
11/01/2021	383.00	WWW COSTCO COM	Office supplies
11/01/2021	250.00	JOBTARGET	Recruitment hiring
11/01/2021	80.98	WWW COSTCO COM	Office supplies
11/01/2021	1,293.20	MSFT * E0500GFSS1	Softare licenses and maintenance
11/02/2021	299.95	IBACKUP	Softare licenses and maintenance
11/02/2021	119.40	CANVA* I03225-13414012	Softare licenses and maintenance
11/02/2021	231.35	IN *PRECISION CAPITAL	Office supplies
11/03/2021	97.47	SAMSCLUB.COM	Vending machine
11/03/2021	45.00	PROTECTION ONE ALARM	Security services
11/03/2021	30.74	APPLE.COM/US	Cell phone
11/03/2021	100.70	APPLE.COM/US	Cell phone
11/03/2021	60.42	APPLE.COM/US	Cell phone
11/03/2021	242.29	ENGINEERS OUTLET	Building repairs and maintenance
11/03/2021	278.34	AMZN MKTP US	Office supplies
11/03/2021	212.00	NLI	Softare licenses and maintenance
11/04/2021	600.00	NCSHA	Staff training
11/04/2021	2,000.00	THE BUSINESS JOURNALS	Subscriptions and publications
11/05/2021	245.80	UNITED AIRLINES	Travel - fares, lodging
11/05/2021	1,478.70	ARIZENT	Subscriptions and publications
11/05/2021	1,478.70	ARIZENT	Subscriptions and publications
11/08/2021	31.79	1-800-FLOWERS.COM,INC.	Subscriptions and publications
11/08/2021	1.05	APPLE.COM/BILL	Softare licenses and maintenance
11/08/2021	35.00	CHECKR, INC CHECKR.COM	Recruitment hiring
11/09/2021	45.00	MDT RUSH DELIVERY LLC	Postage and delivery
11/09/2021	180.86	UBER TRIP	Local transportation
11/11/2021	79.86	THE CAKE ROOM	Employee relations
11/11/2021	33.69	CVS/PHARMACY #06419	Employee relations
11/12/2021	572.79	LAURIOL PLAZA	Employee relations
11/15/2021	38.95	MBS LIVE MONTH	Subscriptions and publications
11/15/2021	250.00	CLEAR TO GO!	Softare licenses and maintenance
11/16/2021	4.24	D J	Subscriptions and publications
11/16/2021	41.34	NYTIMES	Subscriptions and publications
11/16/2021	382.05	REPUBLIC SERVICES TRAS	Office clean and trash
11/16/2021	59.21	ZIPPYREG.COMRACEREG	Public relations
11/16/2021	6,900.00	MORTGAGE BANKERS ASSOC	Staff training
11/16/2021	89.48	EDIBLE ARRANGEMENTS	Employee relations
11/16/2021	89.48	EDIBLE ARRANGEMENTS	Employee relations
11/17/2021	250.00	PRSA	Membership dues
11/17/2021	1,090.00	IN *APARTMENT & OFFICE	Membership dues
11/17/2021	47.25	ENGINEERS OUTLET	Building repairs and maintenance
11/17/2021	111.54	ENGINEERS OUTLET	Building repairs and maintenance
11/18/2021	268.00	ANDEAN CONSULTING SOLU	Consulting - professional services
11/18/2021	120.79	TRACTOR SUPPLY #2380	Building repairs and maintenance
11/19/2021	584.60	HYATT REGENCY CHICAGO	Travel - fares, lodging
11/19/2021	876.90	HYATT REGENCY CHICAGO	Travel - fares, lodging
11/19/2021	46.00	SUNOCO 8002179201 QPS	Vehicle expense
11/19/2021	439.73	TST* HENRY'S CAFE	Employee relations
11/19/2021	980.50	TST* NOTHING BUNDT CAK	Employee relations
11/22/2021	264.00	IN *BRIAR PATCH SHREDD	Miscellaneous
11/22/2021	(2,040.16)	SILVERADO RESORT	Travel - fares, lodging
11/22/2021	276.35	SILVERADO RESORT	Travel - fares, lodging
11/22/2021	209.97	AMAZON.COM*K97WF7N33	Other IT
11/22/2021	123.99	D J	Subscriptions and publications

11/22/2021	500.00	OMNI ELEVATOR INSPECTI	Elevator maintenance
11/23/2021	662.27	4IMPRINT	Office supplies
11/24/2021	4.24	D J	Subscriptions and publications
11/24/2021	1,503.25	ATLAS PERFORMING ARTS	Community outreach
11/24/2021	6,900.00	MORTGAGE BANKERS ASSOC	Staff training
11/26/2021	288.25	CARROT-TOP INDUSTRIES	Building repairs and maintenance
11/26/2021	137.02	ANDEAN CONSULTING SOLU	Consulting - professional services
11/29/2021	(834.33)	MICROSOFT*365	Softare licenses and maintenance
12/01/2021	222.87	AMZN MKTP US*O04AV5JV3	Office supplies
12/01/2021	230.00	MARCOM AWARDS	Public relations
12/01/2021	208.47	WPY*GTT COMMUNICATIONS	Internet
12/01/2021	160.00	GLOBAL PRINT MASTER	Advertising-marketing
12/02/2021	299.95	IBACKUP	Softare licenses and maintenance
12/02/2021	8.50	FEDEX 96177362	Postage and delivery
12/02/2021	14.25	AMZN MKTP US*R964N7VD3	Office supplies
12/02/2021	65.91	AMZN MKTP US*S07HE5V43	Office supplies
12/02/2021	35.00	PRSA NCC	Staff training
12/02/2021	260.00	PRSA	Membership dues
12/02/2021	982.00	IN *BRIAR PATCH SHREDD	Miscellaneous
12/03/2021	35.00	PRSA NCC	Staff training
12/03/2021	877.13	IN *PRECISION CAPITAL	Office supplies
12/03/2021	212.00	NLI*SHAREFILE	Softare licenses and maintenance
12/03/2021	495.00	ASSOC FOR FINANCIAL PR	Membership dues
12/06/2021	195.00	NABL	Staff training
12/07/2021	1.05	APPLE.COM/BILL	Softare licenses and maintenance
12/07/2021	382.05	REPUBLIC SERVICES TRAS	Office clean and trash
12/07/2021	208.47	WPY*GTT COMMUNICATIONS	Internet
12/07/2021	2,057.00	IN *PRECISION CAPITAL	Office supplies
12/07/2021	30.00	NNA SERVICES LLC	Membership dues
12/08/2021	338.90	U.S. OFFICE SOLUTIONS	Office supplies
12/08/2021	117.61	SAMSCLUB.COM	Vending machine
12/08/2021	197.72	ULINE	Building repairs and maintenance
12/08/2021	38.71	AMAZON.COM*V79BP6H23	Office supplies
12/08/2021	12.72	TARGET.COM	Employee relations
12/08/2021	50.88	TARGET.COM	Employee relations
12/08/2021	49.26	RUBBER STAMP WAREHOUSE	Office supplies
12/09/2021	46.00	AMZN MKTP US	Office supplies
12/09/2021	622.70	UBER TRIP	Local transportation
12/10/2021	5,750.00	SNAPPY	Employee relations
12/10/2021	291.50	TIFFANY & CO	Employee relations
12/10/2021	106.50	THESTAMPMAKER	Office supplies
12/10/2021	60.55	DROPBOX*VWT8YT2DZN61	Softare licenses and maintenance
12/13/2021	410.55	HI *WINECNTRYGIFTBSKT	Board expenses
12/13/2021	38.95	MBS LIVE MONTH	Subscriptions and publications
12/13/2021	71.87	BK MILLER MEATS & LIQU	Employee relations
12/13/2021	1,599.00	JOBTARGET	Recruitment hiring
12/14/2021	41.34	NYTIMES	Subscriptions and publications
12/14/2021	239.85	SAFEWAY 1443	Employee relations
12/14/2021	250.00	CLEAR TO GO!	Softare licenses and maintenance
12/14/2021	164.85	GIANT 0342	Employee relations
12/14/2021	40.34	DNH*GODADDY.COM	Softare licenses and maintenance
12/14/2021	386.41	4IMPRINT	Employee relations
12/15/2021	35.00	DC CHAPTER OF NIGP	Membership dues
12/15/2021	2.40	APPLE.COM/BILL	Softare licenses and maintenance

12/16/2021	461.20	EZCATERCHARLEYS PHILL	Employee relations
12/16/2021	378.83	EZCATERPOPEYES	Employee relations
12/16/2021	313.63	EZCATERSPRINKLES	Employee relations
12/16/2021	116.76	PIZZA DORO	Employee relations
12/17/2021	1,591.06	HOLMESCORPO	Staff training
12/20/2021	4.24	D J	Subscriptions and publications
12/20/2021	45.00	MDT RUSH DELIVERY LLC	Postage and delivery
12/21/2021	(750.00)	JOBTARGET	Recruitment hiring
12/21/2021	944.00	JOBTARGET	Recruitment hiring
12/22/2021	508.80	ISSUU	Subscriptions and publications
12/24/2021	4.24	D J	Subscriptions and publications
12/28/2021	(1,503.25)	ATLAS PERFORMING ARTS	Community outreach
12/30/2021	381.00	CARROT-TOP INDUSTRIES	Employee relations
01/03/2022	212.00	MSFT * E0500H4YTI	Softare licenses and maintenance
01/03/2022	299.95	IBACKUP	Softare licenses and maintenance
01/03/2022	212.00	NLI	Softare licenses and maintenance
01/05/2022	70.50	AMZN MKTP US	Office supplies
01/05/2022	445.00	NBF*NATL BIZ FURNITURE	Office supplies
01/05/2022	73.11	DICKSPORTINGGOODS.COM	Employee relations
01/06/2022	79.99	AMZN MKTP US	Office supplies
01/06/2022	906.27	IN *PRECISION CAPITAL	Office supplies
01/07/2022	27.10	AMZN MKTP US	Office supplies
01/07/2022	409.00	REALTAXTOOLS.COM	Softare licenses and maintenance
01/07/2022	542.34	COLUMBIA SPORTSWEAR US	Employee relations
01/07/2022	92.21	EDIBLE ARRANGEMENTS	Employee relations
01/10/2022	35.00	CHECKR, INC CHECKR.COM	Recruitment hiring
01/10/2022	(92.21)	EDIBLE ARRANGEMENTS	Employee relations
01/10/2022	135.43	UBER TRIP	Local transportation
01/10/2022	72.16	SAMSClub.COM	Vending machine
01/11/2022	41.34	NYTIMES	Subscriptions and publications
01/12/2022	28.88	AMZN MKTP US	Cell phone
01/13/2022	38.95	MBS LIVE MONTH	Subscriptions and publications
01/13/2022	9.17	FEDEX	Postage and delivery
01/13/2022	250.00	NCSHA	Conferences and meetings
01/13/2022	1,663.81	PROTECTION ONE ALARM	Security services
01/13/2022	290.00	BLOOMBERG.COM	Subscriptions and publications
01/13/2022	575.00	ASSOCIATION OF LOCAL H	Conferences and meetings
01/14/2022	250.00	CLEAR TO GO!	Softare licenses and maintenance
01/14/2022	380.00	GLOBAL PRINT MASTER	Printing and copying
01/17/2022	2.12	D J	Subscriptions and publications
01/17/2022	6,000.00	DISTRICT OF COLUMBIA	Consulting - professional services
01/17/2022	3.17	APPLE.COM/BILL	Softare licenses and maintenance
01/17/2022	2,472.00	CROW CANYON SYSTEMS IN	Softare licenses and maintenance
01/18/2022	4.24	D J	Subscriptions and publications
01/18/2022	1,103.00	JOBTARGET	Recruitment hiring
01/19/2022	99.00	NNA SERVICES LLC	Membership dues
01/19/2022	623.28	HOO*HOOTSUITE INC	Softare licenses and maintenance
01/19/2022	1,354.00	JOBTARGET	Recruitment hiring
01/19/2022	359.00	JOBTARGET	Recruitment hiring
01/19/2022	1,150.00	ASSOCIATION OF LOCAL H	Conferences and meetings
01/19/2022	323.65	HILTON NEW YORK	Travel - fares, lodging
01/19/2022	323.65	HILTON NEW YORK	Travel - fares, lodging
01/20/2022	31.60	LANGUAGE LINE, INC.	Consulting - professional services
01/21/2022	3,960.00	VIZOCOM ONLINE	Office supplies



01/24/2022	1,591.45	COSTAR GROUP INC	Subscriptions and publications
01/24/2022	45.00	MDT RUSH DELIVERY LLC	Postage and delivery
01/24/2022	185.50	VARIDESK* 1800 207 258	Office supplies
01/24/2022	169.60	THE BUSINESS JOURNALS	Subscriptions and publications
01/24/2022	4.24	D J	Subscriptions and publications
01/25/2022	208.47	WPY*GTT COMMUNICATIONS	Internet
01/25/2022	250.00	IN *THE WASHINGTON INF	RFP - contractual services
01/26/2022	33.98	AMZN MKTP US	Cell phone
01/26/2022	190.00	NATIONAL INSITUTE OF G	Membership dues
01/26/2022	3,316.50	MSFT * E0500HGA0Q	Softare licenses and maintenance
01/27/2022	18.01	FEDEX	Postage and delivery
01/27/2022	292.50	EXQWIZIT GARAGE	Building special project
01/27/2022	1,107.00	JOBTARGET	Recruitment hiring
01/27/2022	3,987.00	ADEPT COMMUNICATIONS A	Building special project
01/27/2022	1,725.00	ASSOCIATION OF LOCAL H	Conferences and meetings
01/27/2022	323.65	HILTON NEW YORK	Travel - fares, lodging
01/27/2022	323.65	HILTON NEW YORK	Travel - fares, lodging
01/27/2022	323.65	HILTON NEW YORK	Travel - fares, lodging
01/27/2022	323.65	HILTON NEW YORK	Travel - fares, lodging
01/03/2022	212.00	MSFT * E0500H4YTI	Softare licenses and maintenance
01/03/2022	299.95	IBACKUP	Softare licenses and maintenance
01/03/2022	212.00	NLI	Softare licenses and maintenance
01/05/2022	70.50	AMZN MKTP US	Office supplies
01/05/2022	445.00	NBF*NATL BIZ FURNITURE	Office supplies
01/05/2022	73.11	DICKSSPORTINGGOODS.COM	Employee relations
01/06/2022	79.99	AMZN MKTP US	Office supplies
01/06/2022	906.27	IN *PRECISION CAPITAL	Office supplies
01/07/2022	27.10	AMZN MKTP US	Office supplies
01/07/2022	409.00	REALTAXTOOLS.COM	Softare licenses and maintenance
01/07/2022	542.34	COLUMBIA SPORTSWEAR US	Employee relations
01/07/2022	92.21	EDIBLE ARRANGEMENTS	Employee relations
01/10/2022	35.00	CHECKR, INC CHECKR.COM	Recruitment hiring
01/10/2022	(92.21)	EDIBLE ARRANGEMENTS	Employee relations
01/10/2022	135.43	UBER TRIP	Local transportation
01/10/2022	72.16	SAMSCLUB.COM	Vending machine
01/11/2022	41.34	NYTIMES	Subscriptions and publications
01/12/2022	28.88	AMZN MKTP US	Cell phone
01/13/2022	38.95	MBS LIVE MONTH	Subscriptions and publications
01/13/2022	9.17	FEDEX	Postage and delivery
01/13/2022	250.00	NCSHA	Conferences and meetings
01/13/2022	1,663.81	PROTECTION ONE ALARM	Security services
01/13/2022	290.00	BLOOMBERG.COM	Subscriptions and publications
01/13/2022	575.00	ASSOCIATION OF LOCAL H	Conferences and meetings
01/14/2022	250.00	CLEAR TO GO!	Softare licenses and maintenance
01/14/2022	380.00	GLOBAL PRINT MASTER	Printing and copying
01/17/2022	2.12	D J	Subscriptions and publications
01/17/2022	6,000.00	DISTRICT OF COLUMBIA	Consulting - professional services
01/17/2022	3.17	APPLE.COM/BILL	Softare licenses and maintenance
01/17/2022	2,472.00	CROW CANYON SYSTEMS IN	Softare licenses and maintenance
01/18/2022	4.24	D J	Subscriptions and publications
01/18/2022	1,103.00	JOBTARGET	Recruitment hiring
01/19/2022	99.00	NNA SERVICES LLC	Membership dues
01/19/2022	623.28	HOO*HOOTSUITE INC	Softare licenses and maintenance
01/19/2022	1,354.00	JOBTARGET	Recruitment hiring

01/19/2022	359.00	JOBTARGET	Recruitment hiring
01/19/2022	1,150.00	ASSOCIATION OF LOCAL H	Conferences and meetings
01/19/2022	323.65	HILTON NEW YORK	Travel - fares, lodging
01/19/2022	323.65	HILTON NEW YORK	Travel - fares, lodging
01/20/2022	31.60	LANGUAGE LINE, INC.	Consulting - professional services
01/21/2022	3,960.00	VIZOCOM ONLINE	Office supplies
01/24/2022	1,591.45	COSTAR GROUP INC	Subscriptions and publications
01/24/2022	45.00	MDT RUSH DELIVERY LLC	Postage and delivery
01/24/2022	185.50	VARIDESK* 1800 207 258	Office supplies
01/24/2022	169.60	THE BUSINESS JOURNALS	Subscriptions and publications
01/24/2022	4.24	D J	Subscriptions and publications
01/25/2022	208.47	WPY*GTT COMMUNICATIONS	Internet
01/25/2022	250.00	IN *THE WASHINGTON INF	RFP - contractual services
01/26/2022	33.98	AMZN MKTP US	Cell phone
01/26/2022	190.00	NATIONAL INSITUTE OF G	Membership dues
01/26/2022	3,316.50	MSFT * E0500HGA0Q	Softare licenses and maintenance
01/27/2022	18.01	FEDEX	Postage and delivery
01/27/2022	292.50	EXQWIZIT GARAGE	Building special project
01/27/2022	1,107.00	JOBTARGET	Recruitment hiring
01/27/2022	3,987.00	ADEPT COMMUNICATIONS A	Building special project
01/27/2022	1,725.00	ASSOCIATION OF LOCAL H	Conferences and meetings
01/27/2022	323.65	HILTON NEW YORK	Travel - fares, lodging
01/27/2022	323.65	HILTON NEW YORK	Travel - fares, lodging
01/27/2022	323.65	HILTON NEW YORK	Travel - fares, lodging
01/27/2022	323.65	HILTON NEW YORK	Travel - fares, lodging
02/01/2022	994.95	NOVOGRADAC & COMPANY L	Subscriptions and publications
02/01/2022	545.00	PWC REAL E* PWC REAL E	Subscriptions and publications
02/01/2022	(295.00)	JOBTARGET	Recruitment hiring
02/01/2022	382.38	IN *PRECISION CAPITAL	Office supplies
02/01/2022	399.00	AMAZON.COM*N27YD6JD3	Subscriptions and publications
02/01/2022	75.23	MSFT * E0500HHRZT	Softare licenses and maintenance
02/01/2022	174.56	TST* BUSBOYS AND POETS	Internal meetings
02/02/2022	299.95	IBACKUP	Softare licenses and maintenance
02/02/2022	593.75	OTIS ELEVATOR	Elevator maintenance
02/02/2022	331.24	ENGINEERS OUTLET	Building repairs and maintenance
02/03/2022	158.39	SAMSCLUB.COM	Vending machine
02/03/2022	212.00	NLI*SHAREFILE	Softare licenses and maintenance
02/04/2022	2,800.00	2U GETSMARTER (US) LLC	Staff training
02/04/2022	849.00	TWX*TURNER FESTIVALS	Employee relations
02/04/2022	1,458.00	ILAND INTERNET SOLUTIO	Softare licenses and maintenance
02/07/2022	165.62	SQ *BEARDS & BRAZILIAN	Consulting - professional services
02/07/2022	23.91	SAMSCLUB.COM	Vending machine
02/07/2022	46.50	WABJ DC	Membership dues
02/08/2022	41.34	NYTIMES*NYTIMES	Subscriptions and publications
02/08/2022	33.13	SQ *BEARDS & BRAZILIAN	Consulting - professional services
02/08/2022	208.47	WPY*GTT COMMUNICATIONS	Internet
02/08/2022	250.00	IN *THE WASHINGTON INF	RFP - contractual services
02/08/2022	154.69	EDIBLE ARRANGEMENTS	Employee relations
02/09/2022	131.43	ETSY.COM - MULTIPLE SH	Employee relations
02/09/2022	254.27	ADOBE PS CREATIVE CLD	Softare licenses and maintenance
02/09/2022	240.00	URBAN LAND INSTITUTE	Membership dues
02/09/2022	16.41	UBER TRIP	Local transportation
02/10/2022	34.29	FEDEX 98043532	Postage and delivery
02/10/2022	596.25	SQ *BEARDS & BRAZILIAN	Consulting - professional services

02/10/2022	289.50	CVS/PHARMACY #01355	Employee relations
02/10/2022	321.80	CVS/PHARMACY #01355	Employee relations
02/11/2022	175.00	NATIONAL ASSOCIATION O	Membership dues
02/11/2022	2,250.00	NATIONAL ASSOCIATION O	Conferences and meetings
02/11/2022	1,993.50	ADEPT COMMUNICATIONS A	Building special project
02/11/2022	250.00	COLORCOMM, INC.	Membership dues
02/11/2022	1,795.00	SOCIETYFORHUMANRESOURC	Conferences and meetings
02/11/2022	1,245.48	SHRM HOUSING800.906.42	Travel - fares, lodging
02/14/2022	90.98	PITNEY BOWES PI	Postage and delivery
02/14/2022	38.95	MBS LIVE MONTH	Subscriptions and publications
02/14/2022	2.12	D J*BARRONS'S	Subscriptions and publications
02/14/2022	130.00	NATIONAL PROCUREMENT I	Membership dues
02/14/2022	250.00	CLEAR TO GO!	Softare licenses and maintenance
02/14/2022	500.00	OMNI ELEVATOR INSPECTI	Elevator maintenance
02/15/2022	127.20	ENGINEERS OUTLET	Building repairs and maintenance
02/15/2022	3.17	APPLE.COM/BILL	Softare licenses and maintenance
02/16/2022	4.24	D J*WALL-ST-JOURNAL	Subscriptions and publications
02/18/2022	280.00	GLOBAL PRINT MASTER	Advertising-marketing
02/21/2022	799.00	DUN& BRADSTREET ONLINE	Subscriptions and publications
02/21/2022	109.07	DOLLAR TREE, INC.	Employee relations
02/22/2022	123.99	D J*WALL-ST-JOURNAL	Subscriptions and publications
02/23/2022	46.99	AMZN MKTP US*FT8X978Q3	Office supplies
02/23/2022	19.95	AMZN MKTP US*117IM9541	Office supplies
02/23/2022	6,741.00	OTIS ELEVATOR	Elevator maintenance
02/23/2022	119.98	AMZN MKTP US*118AA0ZK0	Office supplies
02/23/2022	45.00	MDT RUSH DELIVERY LLC	Postage and delivery
02/24/2022	41.33	D J*WALL-ST-JOURNAL	Subscriptions and publications
02/24/2022	495.00	NABL	Membership dues
02/24/2022	2,210.50	GLOBAL PRINT MASTER	Advertising-marketing
02/24/2022	121.89	EDIBLE ARRANGEMENTS	Employee relations
02/24/2022	60.41	EDIBLE ARRANGEMENTS	Employee relations
02/25/2022	1,308.61	EASTERN SHORE FLAGPOLE	Building special project
02/28/2022	495.00	FRANCE MEDIA	Advertising-marketing
02/28/2022	28.98	AMZN MKTP US*117M89BP0	Office supplies
02/28/2022	(323.65)	HILTON NEW YORK	Travel - fares, lodging
02/28/2022	50.44	AMZN MKTP US*111EM5ZQ2	Office supplies
02/28/2022	150.00	FASTSIGNS OF DC	Building special project
03/01/2022	3,197.84	MSFT * E0500HUHNN	Softare licenses and maintenance
03/01/2022	242.00	THE CAKE ROOM	Employee relations
03/01/2022	106.00	MSFT * E0500HUGNL	Softare licenses and maintenance
03/02/2022	299.95	IBACKUP	Softare licenses and maintenance
03/02/2022	1,495.00	COSTAR GROUP INC	Subscriptions and publications
03/02/2022	29.15	AMZN MKTP US	Vending machine
03/02/2022	140.91	AMZN MKTP US	Office supplies
03/02/2022	966.85	4IMPRINT, INC	Employee relations
03/02/2022	420.00	GLOBAL PRINT MASTER	Printing and copying
03/03/2022	300.00	EVENT* SOLUTIONS FOR H	Conferences and meetings
03/03/2022	100.00	IAPP	Membership dues
03/03/2022	160.00	NCMA	Membership dues
03/03/2022	225.00	NCSHA	Staff training
03/03/2022	782.41	IN *PRECISION CAPITAL	Office supplies
03/03/2022	40.28	APPLE.COM/US	Cell phone
03/03/2022	40.28	APPLE.COM/US	Cell phone
03/03/2022	100.70	APPLE.COM/US	Cell phone

03/03/2022	100.97	PB LEASING	Postage and delivery
03/03/2022	212.00	NLI	Softare licenses and maintenance
03/03/2022	120.98	PITNEY BOWES PI	Postage and delivery
03/04/2022	495.00	NABL	Membership dues
03/04/2022	495.00	NABL	Membership dues
03/04/2022	625.00	NABL	Staff training
03/04/2022	200.00	WWW.NOVOCO.COM	Staff training
03/04/2022	708.63	REPUBLIC SERVICES TRAS	Office clean and trash
03/04/2022	382.05	REPUBLIC SERVICES TRAS	Office clean and trash
03/04/2022	682.00	EZCATERPO BOY JIM	Employee relations
03/04/2022	208.47	WPY*GTT COMMUNICATIONS	Internet
03/04/2022	1,200.00	TST* THE CREOLE ON 14T	Employee relations
03/04/2022	115.80	CVS/PHARMACY #01355	Employee relations
03/07/2022	168.75	1-800-FLOWERS.COM,INC.	Employee relations
03/07/2022	244.59	SAMSCLUB.COM	Vending machine
03/08/2022	41.34	NYTIMES	Subscriptions and publications
03/08/2022	25.00	CHECKR, INC CHECKR.COM	Recruitment hiring
03/08/2022	269.08	HILTON BALTIMORE	Travel - fares, lodging
03/08/2022	110.11	SUNOCO 8002179201 QPS	Vehicle expense
03/09/2022	396.00	GLOBAL PRINT MASTER	Printing and copying
03/09/2022	391.20	DELTA	Travel - fares, lodging
03/09/2022	54.68	UBER TRIP	Local transportation
03/09/2022	1,250.00	MORTGAGE BANKERS ASSOC	Staff training
03/09/2022	20.20	SUNOCO 8002179201 QPS	Vehicle expense
03/10/2022	88.28	AMZN MKTP US	Office supplies
03/10/2022	13.91	AMAZON.COM*1Z0WW7N10	Office supplies
03/10/2022	108.75	AMZN MKTP US	Office supplies
03/11/2022	44.52	FEDEX	Postage and delivery
03/11/2022	80.56	APPLE.COM/US	Cell phone
03/14/2022	389.98	EXQWIZIT GARAGE	Building special project
03/14/2022	67.65	AMZN MKTP US	Office supplies
03/14/2022	38.95	MBS LIVE MONTH	Subscriptions and publications
03/14/2022	560.00	AMTRAK .CO07	Travel - fares, lodging
03/14/2022	2.12	D J	Subscriptions and publications
03/14/2022	250.00	CLEAR TO GO!	Softare licenses and maintenance
03/15/2022	3.17	APPLE.COM/BILL	Softare licenses and maintenance
03/16/2022	4.24	D J	Subscriptions and publications
03/16/2022	495.00	NABL	Membership dues
03/16/2022	1,725.00	THE BUSINESS JOURNALS	Advertising-marketing
03/17/2022	1,267.00	JOBTARGET	Recruitment hiring
03/17/2022	35.18	AMZN MKTP US	Employee relations
03/17/2022	50.00	AMZN MKTP US	Other IT
03/21/2022	1,185.00	GLOBAL PRINT MASTER	Printing and copying
03/21/2022	96.16	THE HOME DEPOT #2554	Office supplies
03/22/2022	179.00	B2B PRIME*1N4BT0X30	Membership dues
03/22/2022	12.56	UBER EATS	Internal meetings
03/22/2022	84.20	UBER EATS	Internal meetings
03/22/2022	90.00	MDT RUSH DELIVERY LLC	Postage and delivery
03/22/2022	206.64	LEE'S FLOWER AND CARD	Board expenses
03/23/2022	549.00	JOBTARGET	Recruitment hiring
03/23/2022	194.32	QUICKTROPHY NAMETAG	Office supplies
03/23/2022	14.00	CVS/PHARMACY #01355	Office supplies
03/24/2022	41.33	D J	Subscriptions and publications
03/24/2022	2,542.73	ZOOM.US 888-799-9666	Softare licenses and maintenance

03/24/2022	124.48	DD DOORDASH BUSBOYSAN	Internal meetings
03/24/2022	84.20	UBER EATS	Internal meetings
03/24/2022	12.56	UBER EATS	Internal meetings
03/24/2022	447.00	4IMPRINT, INC	Employee relations
03/25/2022	45.99	AMZN MKTP US	Other IT
03/25/2022	78.34	THE HOME DEPOT #2554	Office supplies
03/25/2022	262.60	EXQWIZIT GARAGE	Building special project
03/25/2022	500.00	MORTGAGE BANKERS ASSOC	Staff training
03/28/2022	281.00	AMTRAK .CO08	Travel - fares, lodging
03/28/2022	63.85	AMZN MKTP US	Office supplies
03/28/2022	229.19	EL SOL RESTAURANT & TE	Internal meetings
03/30/2022	427.00	JOBTARGET	Recruitment hiring
03/31/2022	(225.00)	NCSHA	Staff training
03/31/2022	397.98	AMAZON.COM*1638B8DB0	Employee relations
03/31/2022	108.52	ILAND INTERNET SOLUTIO	Softare licenses and maintenance
03/31/2022	111.62	ILAND INTERNET SOLUTIO	Softare licenses and maintenance
03/31/2022	675.00	ASSOCIATION OF LOCAL H	Conferences and meetings
04/01/2022	323.65	HILTON NEW YORK	Travel - fares, lodging
04/01/2022	270.00	AMTRAK .CO08	Travel - fares, lodging
04/01/2022	263.00	AMTRAK .CO08	Travel - fares, lodging
04/01/2022	(111.30)	SQ *MILK & HONEY CAFE	Employee relations
04/01/2022	1,185.66	SQ *MILK & HONEY CAFE	Employee relations
04/01/2022	1,495.00	COSTAR GROUP INC	Subscriptions and publications
04/01/2022	400.07	MBS LIVE ANNUAL	Subscriptions and publications
04/01/2022	206.89	GRUBHUBBUSBOYSANDPOET	Internal meetings
04/01/2022	3,256.20	MSFT * E050017HOD	Softare licenses and maintenance
04/04/2022	100.00	HOUSING ASSOCIATION OF	Public relations
04/04/2022	100.00	HOUSING ASSOCIATION OF	Public relations
04/01/2022	106.00	MSFT * E050017SWO	Softare licenses and maintenance
04/04/2022	299.95	IBACKUP 855-819-9948	Softare licenses and maintenance
04/04/2022	(206.89)	GRUBHUBBUSBOYSANDPOET	Internal meetings
04/04/2022	947.24	HILTON BALTIMORE	Travel - fares, lodging
04/04/2022	138.60	JETBLUE 27	Travel - fares, lodging
04/04/2022	347.00	AMTRAK .CO09	Travel - fares, lodging
04/04/2022	230.80	DD DOORDASH BUSBOYSAN	Internal meetings
04/04/2022	212.00	NLI	Softare licenses and maintenance
04/05/2022	34.38	NYTIMES	Subscriptions and publications
04/05/2022	92.69	AMZN MKTP US	Office supplies
04/08/2022	78.00	NABJ - DUES	Membership dues
04/06/2022	372.33	IN *PRECISION CAPITAL	Office supplies
04/06/2022	4.79	AMZN MKTP US	Office supplies
04/07/2022	415.59	SAMS CLUB RENEWAL	Vending machine
04/07/2022	249.00	JOBTARGET	Recruitment hiring
04/07/2022	545.00	NCSHA	Conferences and meetings
04/07/2022	250.00	IN *THE WASHINGTON INF	RFP - contractual services
04/08/2022	75.00	CHECKR, INC CHECKR.COM	Recruitment hiring
04/08/2022	382.05	REPUBLIC SERVICES TRAS	Office clean and trash
04/08/2022	249.00	JOBTARGET	Recruitment hiring
04/11/2022	158.60	JETBLUE 27	Travel - fares, lodging
04/11/2022	797.63	WEB	Softare licenses and maintenance
04/11/2022	420.76	UBER TRIP	Local transportation
04/11/2022	(419.76)	SQ *MILK & HONEY CAFE	Employee relations
04/12/2022	328.18	CALENDLY	Softare licenses and maintenance
04/12/2022	59.97	DNH*GODADDY.COM	Softare licenses and maintenance

04/12/2022	463.40	DNH*GODADDY.COM	Softare licenses and maintenance
04/12/2022	81.26	IN *PRECISION CAPITAL	Office supplies
04/12/2022	3,999.98	IN *PRECISION CAPITAL	Furniture
04/12/2022	398.08	DNH*GODADDY.COM	Softare licenses and maintenance
04/13/2022	180.00	NALHFA	Public relations
04/13/2022	535.95	NOVOGRADAC & COMPANY L	Subscriptions and publications
04/14/2022	2.12	D J	Subscriptions and publications
04/14/2022	400.00	SMITH RESEARCH GRADING	Conferences and meetings
04/14/2022	250.00	CLEAR TO GO!	Softare licenses and maintenance
04/14/2022	12.20	DELTA	Travel - fares, lodging
04/14/2022	561.47	FOGO DE CHAO (DC)	Employee relations
04/15/2022	258.60	UNITED AIRLINES	Travel - fares, lodging
04/15/2022	16.00	UNITED AIRLINES	Travel - fares, lodging
04/15/2022	3.17	APPLE.COM/BILL	Softare licenses and maintenance
04/25/2022	1,132.09	FOUNDING FARMERS POTOM	Internal meetings
04/19/2022	88.05	AMZN MKTP US	Office supplies
04/20/2022	250.00	IN *THE WASHINGTON INF	RFP - contractual services
04/21/2022	750.50	THE GREEN BEE CAFE	Internal meetings
04/21/2022	74.20	LEE'S FLOWER AND CARD	Employee relations
04/21/2022	84.80	LEE'S FLOWER AND CARD	Employee relations
04/21/2022	100.65	LEE'S FLOWER AND CARD	Employee relations
04/21/2022	74.20	LEE'S FLOWER AND CARD	Employee relations
04/22/2022	1,928.01	THE WESTIN BEACH RESOR	Travel - fares, lodging
04/22/2022	942.53	THE WESTIN BEACH RESOR	Travel - fares, lodging
04/22/2022	(12.00)	AMTRAK .CO08	Travel - fares, lodging
04/21/2022	208.47	WPY*GTT COMMUNICATIONS	Internet
04/21/2022	45.98	AMZN MKTP US	Cell phone
04/25/2022	45.00	MDT RUSH DELIVERY LLC	Postage and delivery
04/25/2022	4.24	D J	Subscriptions and publications
04/25/2022	671.85	THE GREEN BEE CAFE	Internal meetings
04/25/2022	975.00	THE GREEN BEE CAFE	Internal meetings
04/25/2022	760.47	GRAND HYATT DENVER	Staff training
04/25/2022	41.33	D J	Subscriptions and publications
04/25/2022	840.00	UCB ADVANCED MEDIA INS	Staff training
04/26/2022	714.68	ENGINEERS OUTLET	Building repairs and maintenance
04/27/2022	(84.00)	AMTRAK .CO11	Travel - fares, lodging
04/27/2022	477.00	DROPBOX*YN4258DFR7X6	Softare licenses and maintenance
04/28/2022	(30.00)	JETBLUE 27	Travel - fares, lodging
04/28/2022	199.60	JETBLUE 27	Travel - fares, lodging
04/28/2022	323.65	HILTON NEW YORK	Travel - fares, lodging
04/28/2022	31.11	PIZZA DORO	Employee relations
04/28/2022	550.00	H STREET COUNTRY CLUB	Employee relations
04/28/2022	32.86	UBER EATS	Employee relations
04/28/2022	5.83	UBER EATS	Employee relations
04/28/2022	570.00	NCSHA	Conferences and meetings
04/29/2022	1,450.59	HILTON NEW YORK	Travel - fares, lodging
04/29/2022	1,177.53	HILTON NEW YORK	Travel - fares, lodging
04/29/2022	647.30	HILTON NEW YORK	Travel - fares, lodging
04/29/2022	1,294.60	HILTON NEW YORK	Travel - fares, lodging
04/29/2022	647.30	HILTON NEW YORK	Travel - fares, lodging
04/28/2022	16.50	TST* DC RESTAURANT GRO	Employee relations
05/02/2022	1,739.81	4IMPRINT, INC	Employee relations
05/02/2022	127.13	ILAND INTERNET SOLUTIO	Softare licenses and maintenance
05/02/2022	3,561.59	MSFT * E0500IL340	Softare licenses and maintenance

05/02/2022	106.00	MSFT * E0500IL556	Softare licenses and maintenance
05/02/2022	153.61	THE WESTIN BEACH RESOR	Travel - fares, lodging
05/02/2022	299.95	IBACKUP 855-819-9948	Softare licenses and maintenance
05/03/2022	41.34	NYTIMES	Subscriptions and publications
05/03/2022	56.98	AMZN MKTP US	Office supplies
05/03/2022	212.00	NLI	Softare licenses and maintenance
05/03/2022	9.59	AMZN MKTP US	Office supplies
05/04/2022	95.95	AMZN MKTP US	Office supplies
05/04/2022	1,495.00	COSTAR GROUP INC	Subscriptions and publications
05/04/2022	34.92	THE HOME DEPOT #2554	Office supplies
05/04/2022	50.00	AMZN MKTP US	Office supplies
05/04/2022	1,294.16	IN *PRECISION CAPITAL	Office supplies
05/04/2022	2,380.03	IN *PRECISION CAPITAL	Office supplies
05/04/2022	(105.00)	NABJ - EVENTS	Conferences and meetings
05/04/2022	558.00	NABJ - EVENTS	Conferences and meetings
05/04/2022	495.00	ICN	Membership dues
05/05/2022	71.30	AMZN MKTP US	Office supplies
05/05/2022	149.58	SAMSClub.COM	Vending machine
05/05/2022	557.44	BAUDVILLE INC.	Employee relations
05/06/2022	281.95	SOUTHWEST	Travel - fares, lodging
05/06/2022	75.00	SQ *AFRICAN AMERICAN R	Membership dues
05/09/2022	2,531.28	PADDLE.NET* DESKRADAR	Softare licenses and maintenance
05/09/2022	433.00	CVS/PHARMACY #01355	Employee relations
05/09/2022	725.00	NATIONAL PROCUREMENT I	Conferences and meetings
05/09/2022	39.99	AMAZON.COM*132EN8AZ0 A	Office supplies
05/09/2022	8.33	AMAZON.COM*1L3ZQ6G11 A	Office supplies
05/09/2022	1,687.62	UBER TRIP	Local transportation
05/10/2022	(514.20)	THE WESTIN BEACH RESOR	Travel - fares, lodging
05/10/2022	847.20	AMERICAN AIRLINES	Travel - fares, lodging
05/11/2022	2,303.00	H STREET COUNTRY CLUB	Employee relations
05/11/2022	7,203.75	ADEPT COMMUNICATIONS A	Other IT
05/12/2022	98.80	DD DOORDASH BUSBOYSAN	Internal meetings
05/12/2022	131.20	DD DOORDASH BUSBOYSAN	Internal meetings
05/12/2022	475.00	CHAMONLINE.ORG	Conferences and meetings
05/12/2022	32.09	DD DOORDASH DISTRICTR	Employee relations
05/12/2022	1,140.00	NCSHA	Conferences and meetings
05/12/2022	365.19	AMERICAN AIRLINES	Travel - fares, lodging
05/12/2022	441.19	AMERICAN AIRLINES	Travel - fares, lodging
05/13/2022	1,426.96	SOUTHWEST	Travel - fares, lodging
05/13/2022	249.24	4IMPRINT, INC	Advertising-marketing
05/13/2022	100.00	MDT RUSH DELIVERY LLC	Postage and delivery
05/13/2022	1,908.00	ROTO-ROOTER 10013	Building repairs and maintenance
05/16/2022	2.12	D J	Subscriptions and publications
05/16/2022	250.00	CLEAR TO GO!	Softare licenses and maintenance
05/16/2022	4.24	D J	Subscriptions and publications
05/16/2022	3.17	APPLE.COM/BILL	Softare licenses and maintenance
05/17/2022	179.40	H STREET COUNTRY CLUB	Employee relations
05/17/2022	850.00	FSP*DWORBELL, INC.	Conferences and meetings
05/17/2022	850.00	FSP*DWORBELL, INC.	Conferences and meetings
05/18/2022	475.00	CHAMONLINE.ORG	Conferences and meetings
05/18/2022	179.00	DC GOV'T PAYMENT	Vehicle expense
05/18/2022	570.00	NCSHA	Conferences and meetings
05/19/2022	1,178.46	SOUTHWEST	Travel - fares, lodging
05/19/2022	250.00	IN *THE WASHINGTON INF	RFP - contractual services

05/19/2022	71.00	KIA OF WALDORF	Vehicle expense
05/20/2022	383.20	UNITED AIRLINES	Travel - fares, lodging
05/20/2022	15.32	AMERICAN AIRLINES	Travel - fares, lodging
05/20/2022	346.20	AMERICAN AIRLINES	Travel - fares, lodging
05/23/2022	48.48	SUNOCO 8002179201 QPS	Vehicle expense
05/23/2022	83.00	SUNOCO 8002179201 QPS	Vehicle expense
05/23/2022	123.99	D J	Subscriptions and publications
05/23/2022	145.00	MDT RUSH DELIVERY LLC	Postage and delivery
05/24/2022	41.33	D J	Subscriptions and publications
05/24/2022	208.47	WPY*GTT COMMUNICATIONS	Internet
05/24/2022	18.89	AMZN MKTP US	Advertising-marketing
05/24/2022	454.88	ENGINEERS OUTLET	Building repairs and maintenance
05/24/2022	214.59	DOORDASH*TEDS BULLETIN	Internal meetings
05/24/2022	266.56	TST* BUSBOYS AND POETS	Internal meetings
05/25/2022	89.00	SOUTHWEST	Travel - fares, lodging
05/25/2022	229.81	4IMPRINT, INC	Employee relations
05/26/2022	461.99	KIA OF WALDORF	Vehicle expense
05/27/2022	(266.56)	TST* BUSBOYS AND POETS	Internal meetings
05/30/2022	(214.59)	DOORDASH*TEDS BULLETIN	Internal meetings
05/31/2022	41.34	NYTIMES	Subscriptions and publications
06/01/2022	1,530.52	IN *PRECISION CAPITAL	Office supplies
06/01/2022	106.00	MSFT * E0500IYDKK	Softare licenses and maintenance
06/01/2022	3,437.10	MSFT * E0500IYSOL	Softare licenses and maintenance
06/01/2022	211.90	CVS/PHARMACY #01355	Employee relations
06/02/2022	51.82	AMAZON.COM*P46DH16W3	Office supplies
06/02/2022	299.95	IBACKUP 855-819-9948	Softare licenses and maintenance
06/02/2022	37.99	WWW COSTCO COM	Office supplies
06/02/2022	163.65	WWW COSTCO COM	Office supplies
06/02/2022	313.99	AMZN MKTP US	Office supplies
06/02/2022	73.89	AMZN MKTP US	Office supplies
06/03/2022	207.95	WWW COSTCO COM	Office supplies
06/03/2022	166.54	SAMSCLUB.COM	Office supplies
06/03/2022	13.49	AMZN MKTP US	Office supplies
06/03/2022	212.00	NLI	Softare licenses and maintenance
06/03/2022	78.02	DISCOUNTSAFETYGEAR.COM	Office supplies
06/03/2022	151.00	EDIBLE ARRANGEMENTS	Employee relations
06/06/2022	550.00	GREAT AMERICAN CORP	Public relations
06/07/2022	660.00	IN *BRIAR PATCH SHREDD	Miscellaneous
06/07/2022	450.00	FSP*DWORBELL, INC.	Membership dues
06/07/2022	412.90	ENGINEERS OUTLET	Building repairs and maintenance
06/07/2022	332.10	DC BAR	Membership dues
06/08/2022	45.00	MDT RUSH DELIVERY LLC	Postage and delivery
06/08/2022	249.99	DNH*GODADDY.COM	Softare licenses and maintenance
06/09/2022	625.00	NCSHA	Conferences and meetings
06/09/2022	3,575.00	IN *BUNGOBOX	Building special project
06/09/2022	416.21	AMERICAN AIRLINES	Travel - fares, lodging
06/09/2022	860.81	UBER TRIP	Local transportation
06/09/2022	1,099.00	HTVN	Staff training
06/10/2022	208.47	WPY*GTT COMMUNICATIONS	Internet
06/10/2022	392.01	KIA OF WALDORF	Vehicle expense
06/10/2022	332.10	DC BAR	Membership dues
06/10/2022	1,099.00	HTVN	Staff training
06/13/2022	70.87	THE HOME DEPOT #2563	Building special project
06/13/2022	41.93	SHERWIN WILLIAMS 70336	Building special project



06/13/2022	53.53	SUNOCO 8002179201 QPS	Vehicle expense
06/13/2022	4.50	SOUTHWEST	Travel - fares, lodging
06/14/2022	2.12	D J	Subscriptions and publications
06/14/2022	31.79	UDEMY SUBSCRIPTION	Subscriptions and publications
06/14/2022	250.00	CLEAR TO GO!	Softare licenses and maintenance
06/15/2022	16.96	LOWES #01136	Building special project
06/15/2022	3,362.50	ADEPT COMMUNICATIONS A	Other IT
06/15/2022	164.33	TST* BUSBOYS AND POETS	Meals and entertainment
06/15/2022	3.17	APPLE.COM/BILL	Softare licenses and maintenance
06/16/2022	41.33	D J	Subscriptions and publications
06/16/2022	750.00	CERBERUS* CERBERUS, LL	Softare licenses and maintenance
06/16/2022	354.19	TST* BUSBOYS AND POETS	Meals and entertainment
06/17/2022	112.34	1-800-FLOWERS.COM,INC.	Employee relations
06/17/2022	162.20	ULINE	Building repairs and maintenance
06/20/2022	1,064.97	HOTEL Z	Travel - fares, lodging
06/20/2022	1,064.97	HOTEL Z	Travel - fares, lodging
06/22/2022	6,189.80	IN *PRECISION CAPITAL	Office supplies
06/22/2022	250.00	IN *THE WASHINGTON INF	RFP - contractual services
06/23/2022	235.13	HILTON BUENA VISTA PAL	Travel - fares, lodging
06/23/2022	61.42	THE HOME DEPOT #2563	Building repairs and maintenance
06/23/2022	279.72	HOWARD UNIVERSITY	Public relations
06/23/2022	958.63	HOWARD UNIVERSITY	Public relations
06/24/2022	1,240.00	UNITED AIRLINES	Travel - fares, lodging
06/24/2022	41.33	D J	Subscriptions and publications
06/27/2022	43.45	LANGUAGE LINE, INC.	Consulting - professional services
06/27/2022	88.00	SUNOCO 8002179201 QPS	Vehicle expense
06/27/2022	1,291.28	HYATT REGENCY CHICAGO	Travel - fares, lodging
06/27/2022	322.82	HYATT REGENCY CHICAGO	Travel - fares, lodging
06/27/2022	1,291.28	HYATT REGENCY CHICAGO	Travel - fares, lodging
06/27/2022	968.46	HYATT REGENCY CHICAGO	Travel - fares, lodging
06/27/2022	1,614.10	HYATT REGENCY CHICAGO	Travel - fares, lodging
06/28/2022	1,614.10	HYATT REGENCY CHICAGO	Travel - fares, lodging
06/30/2022	41.34	NYTIMES	Subscriptions and publications
06/30/2022	362.50	GREAT AMERICAN CORP	Public relations
07/01/2022	106.00	MSFT * E0500JBXTV	Softare licenses and maintenance
07/01/2022	3,437.10	MSFT * E0500JC0PZ	Softare licenses and maintenance
07/04/2022	25.00	AMAZON.COM*CC8QY6883	Employee relations
07/04/2022	299.95	IBACKUP 855-819-9948	Softare licenses and maintenance
07/04/2022	100.00	DC *GOV'T PAYMENT	Vehicle expense
07/04/2022	400.00	IN *BUNGOBOX	Building special project
07/04/2022	71.31	ENGINEERS OUTLET	Building repairs and maintenance
07/04/2022	212.00	NLI	Softare licenses and maintenance
07/06/2022	(198.00)	TST* BUSBOYS AND POETS	Meals and entertainment
07/07/2022	208.47	WPY*GTT COMMUNICATIONS	Internet
07/08/2022	79.50	CHECKR, INC CHECKR.COM	Recruitment hiring
07/11/2022	195.00	EXQWIZIT GARAGE	Building special project
07/11/2022	0.87	CLEAR TO GO!	Softare licenses and maintenance
07/11/2022	123.98	DEFENDERSHIELD	Office supplies
07/11/2022	1,497.70	UBER TRIP	Local transportation
07/13/2022	312.20	JETBLUE 27	Travel - fares, lodging
07/14/2022	2.12	D J	Subscriptions and publications
07/14/2022	31.79	UDEMY SUBSCRIPTION	Subscriptions and publications
07/14/2022	255.00	CLEAR TO GO!	Softare licenses and maintenance
07/15/2022	305.91	PAYLOCITYCO	Conferences and meetings

07/15/2022	317.92	4IMPRINT, INC	Office supplies
07/15/2022	134.93	LABOR LAW CENTER	Recruitment hiring
07/15/2022	26.35	SHERWIN WILLIAMS 70336	Building special project
07/15/2022	1,545.00	NCSHA	Conferences and meetings
07/15/2022	3.17	APPLE.COM/BILL	Softare licenses and maintenance
07/18/2022	41.33	D J	Subscriptions and publications
07/18/2022	1,800.00	KOENIGSOLUTIONS	Staff training
07/18/2022	159.00	TWPSUB18799536	Subscriptions and publications
07/19/2022	20.28	GIANT 2376	Public relations
07/19/2022	617.60	BEST VERSION MEDIA	Advertising-marketing
07/19/2022	120.00	DTS DIGITAL ADVERTISIN	Advertising-marketing
07/21/2022	2,539.12	IN *PRECISION CAPITAL	Furniture
07/21/2022	1,245.00	IN *DISTRICT OF COLUMB	Membership dues
07/21/2022	743.13	KIA OF WALDORF	Vehicle expense
07/21/2022	915.84	DROPBOX*BL9HDDZR1XJW	Softare licenses and maintenance
07/22/2022	19.75	LANGUAGE LINE, INC.	Consulting - professional services
07/22/2022	555.00	ANDEAN CONSULTING SOLU	Consulting - professional services
07/22/2022	1,030.00	NCSHA	Conferences and meetings
07/25/2022	41.33	D J	Subscriptions and publications
07/26/2022	41.34	NYTIMES	Subscriptions and publications
07/26/2022	362.50	GREAT AMERICAN CORP	Public relations
07/27/2022	8,000.00	EXQWIZIT GARAGE	Building special project
07/27/2022	1,030.00	NCSHA	Conferences and meetings
07/29/2022	1,545.00	NCSHA	Conferences and meetings
07/29/2022	464.67	ENGINEERS OUTLET	Building repairs and maintenance
08/01/2022	2.44	CLEAR TO GO!	Softare licenses and maintenance
08/01/2022	515.00	NCSHA	Conferences and meetings
08/01/2022	106.00	MSFT * E0500JPUS5	Softare licenses and maintenance
08/01/2022	3,437.10	MSFT * E0500JPQNN	Softare licenses and maintenance
08/02/2022	299.95	IBACKUP 855-819-9948	Softare licenses and maintenance
08/02/2022	35.00	NCSHA	Public relations
08/03/2022	980.00	SOGOSURVEY.COM	Softare licenses and maintenance
08/03/2022	1,188.00	SOGOSURVEY.COM	Softare licenses and maintenance
08/03/2022	384.95	SOUTHWEST	Travel - fares, lodging
08/03/2022	384.95	SOUTHWEST	Travel - fares, lodging
08/03/2022	435.96	SOUTHWEST	Travel - fares, lodging
08/03/2022	212.00	NLI	Softare licenses and maintenance
08/04/2022	22.84	DISPLAYS2GO	Office supplies
08/04/2022	199.00	TRADE PRESS MEDIA GROU	Membership dues
08/05/2022	397.20	UNITED AIRLINES	Travel - fares, lodging
08/05/2022	467.20	UNITED AIRLINES	Travel - fares, lodging
08/05/2022	467.20	UNITED AIRLINES	Travel - fares, lodging
08/05/2022	1,350.00	MORTGAGE BANKERS ASSOC	Staff training
08/08/2022	26.50	CHECKR, INC CHECKR.COM	Recruitment hiring
08/09/2022	413.45	UBER TRIP	Local transportation
08/09/2022	1,350.00	MORTGAGE BANKERS ASSOC	Membership dues
08/10/2022	208.47	WPY*GTT COMMUNICATIONS	Internet
08/10/2022	90.03	BAUDVILLE INC.	Office supplies
08/11/2022	109.30	DD DOORDASH BUSBOYSAN	Internal meetings
08/11/2022	362.50	GREAT AMERICAN CORP	Public relations
08/11/2022	683.18	ENGINEERS OUTLET	Building repairs and maintenance
08/15/2022	2.12	D J	Subscriptions and publications
08/15/2022	31.79	UDEMY SUBSCRIPTION	Subscriptions and publications
08/15/2022	260.00	CLEAR TO GO!	Softare licenses and maintenance

08/15/2022	284.80	NPC	Building repairs and maintenance
08/15/2022	396.67	SAMSCLUB.COM	Vending machine
08/15/2022	3.17	APPLE.COM/BILL	Softare licenses and maintenance
08/16/2022	41.33	D J	Subscriptions and publications
08/16/2022	510.49	EZCATERVIPS CATERING	Internal meetings
08/16/2022	700.00	NNA SERVICES LLC	Conferences and meetings
08/17/2022	441.21	IN *PRECISION CAPITAL	Office supplies
08/17/2022	617.60	BEST VERSION MEDIA	Advertising-marketing
08/17/2022	120.00	DTS DIGITAL ADVERTISIN	Advertising-marketing
08/18/2022	229.81	4IMPRINT, INC	Advertising-marketing
08/22/2022	1,495.00	COSTAR GROUP INC	Subscriptions and publications
08/22/2022	123.99	D J	Subscriptions and publications
08/23/2022	41.34	NYTIMES	Subscriptions and publications
08/24/2022	41.33	D J	Subscriptions and publications
08/25/2022	(1,495.00)	COSTAR GROUP INC	Subscriptions and publications
08/31/2022	30.00	SUNOCO 8002179201 QPS	Vehicle expense
08/31/2022	136.00	SUNOCO 8002179201 QPS	Vehicle expense
08/31/2022	93.58	AUTOZONE 3494	Vehicle expense
09/01/2022	105.52	SAMSCLUB.COM	Vending machine
09/01/2022	3,501.30	MSFT * E0500K36W3	Softare licenses and maintenance
09/01/2022	106.00	MSFT * E0500K39IF	Softare licenses and maintenance
09/02/2022	299.95	IBACKUP 855-819-9948	Softare licenses and maintenance
09/02/2022	100.00	ALZHEIMERS ASSOC	Employee relations
09/02/2022	283.61	EDIBLE ARRANGEMENTS	Employee relations
09/02/2022	102.21	WALDORF CHEVROLET & CA	Vehicle expense
09/05/2022	50.00	CBSSPORTS.COM	Employee relations
09/07/2022	213.50	SEQUOIA CPE	Staff training
09/07/2022	513.48	VISME	Softare licenses and maintenance
09/07/2022	68.47	SIMPLYSTAMPS.COM	Office supplies
09/07/2022	208.47	WPY*GTT COMMUNICATIONS	Internet
09/07/2022	55.00	EIG	Softare licenses and maintenance
09/07/2022	212.00	NLI	Softare licenses and maintenance
09/08/2022	222.48	BAY IMPRINT	Employee relations
09/08/2022	515.00	NCSHA	Conferences and meetings
09/08/2022	849.39	IN *PRECISION CAPITAL	Office supplies
09/08/2022	53.00	CHECKR, INC CHECKR.COM	Recruitment hiring
09/08/2022	130.91	FTD* LEE'S FLOWER AND	Employee relations
09/09/2022	137.26	TRAILERPARTSSUPERSTORE	Employee relations
09/09/2022	515.00	NCSHA	Conferences and meetings
09/09/2022	760.39	UBER TRIP	Local transportation
09/12/2022	501.20	UNITED AIRLINES	Travel - fares, lodging
09/12/2022	501.20	UNITED AIRLINES	Travel - fares, lodging
09/12/2022	79.99	OTC BRANDS INC	Employee relations
09/12/2022	437.64	SOGOSURVEY.COM	Softare licenses and maintenance
09/12/2022	53.93	OTC BRANDS INC	Employee relations
09/13/2022	2,376.00	JOBTARGET	Recruitment hiring
09/13/2022	249.00	JOBTARGET	Recruitment hiring
09/14/2022	2.12	D J	Subscriptions and publications
09/14/2022	31.79	UDEMY SUBSCRIPTION	Subscriptions and publications
09/14/2022	260.00	CLEAR TO GO!	Softare licenses and maintenance
09/15/2022	530.00	BISNOW	Conferences and meetings
09/15/2022	358.60	DELTA	Travel - fares, lodging
09/15/2022	3.17	APPLE.COM/BILL	Softare licenses and maintenance
09/16/2022	41.33	D J	Subscriptions and publications

09/16/2022	797.68	MARRIOTT AC HOTELS DC	Retreat
09/16/2022	88.49	EDIBLE ARRANGEMENTS	Employee relations
09/16/2022	263.00	AMTRAK .CO25	Travel - fares, lodging
09/19/2022	617.60	BEST VERSION MEDIA	Advertising-marketing
09/19/2022	120.00	DTS DIGITAL ADVERTISIN	Advertising-marketing
09/20/2022	90.09	AMAZON.COM*1M6AM9DJ0	Office supplies
09/20/2022	41.34	NYTIMES	Subscriptions and publications
09/20/2022	101.37	DD DOORDASH BUSBOYSAN	Internal meetings
09/20/2022	515.00	NCSHA	Conferences and meetings
09/20/2022	1,545.00	NCSHA	Conferences and meetings
09/20/2022	340.00	GREAT AMERICAN CORP	Public relations
09/20/2022	55.00	EIG	Softare licenses and maintenance
09/21/2022	307.20	UNITED AIRLINES	Travel - fares, lodging
09/21/2022	362.20	UNITED AIRLINES	Travel - fares, lodging
09/21/2022	577.96	SOUTHWEST	Travel - fares, lodging
09/22/2022	25.00	PERFECT GOLF EVENT - 1	Public relations
09/23/2022	514.20	UNITED AIRLINES	Travel - fares, lodging
09/23/2022	798.20	HOTEL CENTRAL TIMES SQ	Travel - fares, lodging
09/23/2022	594.73	4IMPRINT, INC	Employee relations
09/23/2022	594.73	4IMPRINT, INC	Employee relations
09/26/2022	(594.73)	4IMPRINT, INC	Employee relations
09/26/2022	41.33	D J	Subscriptions and publications
09/26/2022	553.42	MARRIOTT AC HOTELS DC	Travel - fares, lodging
09/26/2022	65.79	UBER EATS	Internal meetings
09/26/2022	9.86	UBER EATS	Internal meetings
09/26/2022	840.47	MARRIOTT AC HOTELS DC	Travel - fares, lodging
09/26/2022	835.44	MARRIOTT AC HOTELS DC	Travel - fares, lodging
09/26/2022	836.47	MARRIOTT AC HOTELS DC	Travel - fares, lodging
09/26/2022	835.44	MARRIOTT AC HOTELS DC	Travel - fares, lodging
09/26/2022	820.39	MARRIOTT AC HOTELS DC	Travel - fares, lodging
09/26/2022	282.02	MARRIOTT AC HOTELS DC	Travel - fares, lodging
09/26/2022	5,786.32	MARRIOTT AC HOTELS DC	Retreat
09/26/2022	(11.27)	UBER EATS	Internal meetings
09/27/2022	298.13	MARRIOTT AC HOTELS DC	Retreat
09/27/2022	340.00	GREAT AMERICAN CORP	Public relations
09/28/2022	(90.09)	AMZ*AMAZON.COM	Office supplies
09/28/2022	154.50	PINSOURCE OA 73806	Public relations
09/29/2022	164.85	CVS/PHARMACY #01355	Employee relations
09/30/2022	32.14	SAMSCLUB.COM	Vending machine
09/30/2022	463.67	SAMSCLUB.COM	Vending machine
09/30/2022	94.87	EMMY SQUARED ORDER	Employee relations
09/30/2022	7.00	COLPARK LOC 43	Employee relations
09/30/2022	494.39	EZCATERAMERICAS BEST	Employee relations
09/30/2022	437.50	JESSIE TAYLOR SEAFOOD	Employee relations
09/30/2022	837.31	EZCATERSMOKEDATT BBQ	Employee relations
09/30/2022	164.85	CVS/PHARMACY #01355	Employee relations
10/03/2022	3,656.91	MSFT * E0500KH3BD	Softare licenses and maintenance
10/03/2022	299.95	IBACKUP 855-819-9948	Softare licenses and maintenance
10/03/2022	106.00	MSFT * E0500KHAPZ	Softare licenses and maintenance
10/03/2022	212.00	NLI	Softare licenses and maintenance
10/04/2022	595.00	NCSHA	Conferences and meetings
10/04/2022	175.00	LOCAL INITIATIVES SUPP	Conferences and meetings
10/05/2022	402.20	UNITED AIRLINES	Travel - fares, lodging
10/05/2022	28.00	UNITED AIRLINES	Travel - fares, lodging

10/05/2022	28.00	UNITED AIRLINES	Travel - fares, lodging
10/05/2022	427.96	SOUTHWEST	Travel - fares, lodging
10/05/2022	101.71	TARGET.COM	Charitable contributions
10/05/2022	595.00	NCSHA	Travel - fares, lodging
10/05/2022	225.14	WPY*GTT COMMUNICATIONS	Internet
10/05/2022	817.44	IN *PRECISION CAPITAL	Office supplies
10/05/2022	690.46	AMZN MKTP US	Charitable contributions
10/05/2022	14.95	AMZN MKTP US	Office supplies
10/06/2022	225.00	AMAZON.COM*147Y30I41	Public relations
10/06/2022	154.65	TARGET.COM	Charitable contributions
10/06/2022	34.97	DOLLAR TREE, INC.	Charitable contributions
10/06/2022	42.35	TARGET.COM	Charitable contributions
10/06/2022	410.46	PIZZA DORO	Public relations
10/10/2022	259.40	WALMART.COM 8009666546	Charitable contributions
10/10/2022	763.96	SOUTHWEST	Travel - fares, lodging
10/10/2022	7,500.00	WCCD	Community outreach
10/10/2022	36.05	AMZN MKTP US	Charitable contributions
10/10/2022	934.57	UBER TRIP	Local transportation
10/10/2022	16.64	AMZN MKTP US	Charitable contributions
10/12/2022	146.10	TST* BUSBOYS AND POETS	Meals and entertainment
10/12/2022	85.00	SOUTHWEST	Travel - fares, lodging
10/12/2022	225.00	AMAZON.COM*1K4GC1V82 A	Public relations
10/13/2022	1,029.54	RUSHORDERT* RUSHORDERT	Employee relations
10/14/2022	2.12	D J	Subscriptions and publications
10/14/2022	1,230.57	WESTIN PEACHTREE PLAZA	Travel - fares, lodging
10/14/2022	31.79	UDEMY SUBSCRIPTION	Subscriptions and publications
10/14/2022	7,616.00	EXQWIZIT GARAGE	Building special project
10/14/2022	245.00	WWW.NOVOCO.COM	Staff training
10/14/2022	260.00	CLEAR TO GO!	Softare licenses and maintenance
10/14/2022	2,120.50	4IMPRINT, INC	Charitable contributions
10/14/2022	264.00	IN *BRIAR PATCH SHREDD	Office expense
10/17/2022	399.00	NATIONAL ASSOCIATION O	Conferences and meetings
10/17/2022	587.20	UNITED AIRLINES	Travel - fares, lodging
10/17/2022	3.17	APPLE.COM/BILL	Softare licenses and maintenance
10/17/2022	41.33	D J	Subscriptions and publications
10/17/2022	450.00	PAYPAL	Employee relations
10/17/2022	350.00	OMNI ELEVATOR INSPECTI	Building repairs and maintenance
10/18/2022	15.86	AMZN MKTP US	Office supplies
10/18/2022	41.34	NYTIMES	Subscriptions and publications
10/18/2022	181.34	THE CAKE ROOM	Charitable contributions
10/18/2022	617.60	BEST VERSION MEDIA	Advertising-marketing
10/18/2022	120.00	DTS DIGITAL ADVERTISIN	Advertising-marketing
10/18/2022	58.00	MY BEST CLEANERS	Office expense
10/19/2022	197.89	PIZZA DORO	Charitable contributions
10/19/2022	1,314.87	MARRIOTT MARQUISHOUSTO	Travel - fares, lodging
10/19/2022	1,314.87	MARRIOTT MARQUISHOUSTO	Travel - fares, lodging
10/19/2022	1,314.87	MARRIOTT MARQUISHOUSTO	Travel - fares, lodging
10/19/2022	1,314.87	MARRIOTT MARQUISHOUSTO	Travel - fares, lodging
10/19/2022	1,314.87	MARRIOTT MARQUISHOUSTO	Travel - fares, lodging
10/19/2022	1,314.87	MARRIOTT MARQUISHOUSTO	Travel - fares, lodging
10/19/2022	1,314.87	MARRIOTT MARQUISHOUSTO	Travel - fares, lodging
10/19/2022	1,314.87	MARRIOTT MARQUISHOUSTO	Travel - fares, lodging
10/19/2022	986.15	MARRIOTT MARQUISHOUSTO	Travel - fares, lodging
10/19/2022	986.15	MARRIOTT MARQUISHOUSTO	Travel - fares, lodging

10/19/2022	657.44	MARRIOTT MARQUISHOUSTO	Travel - fares, lodging
10/19/2022	657.44	MARRIOTT MARQUISHOUSTO	Travel - fares, lodging
10/20/2022	138.00	SOUTHWEST	Travel - fares, lodging
10/20/2022	1,874.00	EZCATERTIKI TACO	Internal meetings
10/20/2022	55.00	EIG	Softare licenses and maintenance
10/21/2022	294.88	SAMSCLUB.COM	Vending machine
10/21/2022	1,000.00	AMAZON.COM*H811O5MO0 A	Public relations
10/21/2022	1,500.00	BUNGALOW	Meals and entertainment
10/21/2022	409.80	ENGINEERS OUTLET	Building repairs and maintenance
10/21/2022	99.00	LOGAN CIRCLE FALCON FU	Vehicle expense
10/21/2022	1,165.00	DELAWARE CORP & TAX WE	Licenses and permits
10/25/2022	1,132.56	WESTIN HOU DWTN HOTEL	Travel - fares, lodging
10/25/2022	582.66	WESTIN HOU DWTN HOTEL	Travel - fares, lodging
10/25/2022	22,478.72	DISTRICT WINERY	Employee relations
10/26/2022	199.10	THE CAKE ROOM	Employee relations
10/26/2022	1,132.56	WESTIN HOU DWTN HOTEL	Travel - fares, lodging
10/26/2022	340.00	GREAT AMERICAN CORP	Public relations
10/27/2022	84.00	UNITED AIRLINES	Travel - fares, lodging
10/27/2022	374.02	COURTYARD HOUSTON DOWN	Travel - fares, lodging
10/27/2022	(9.15)	MARRIOTT MARQUISHOUSTO	Travel - fares, lodging
10/27/2022	(9.15)	MARRIOTT MARQUISHOUSTO	Travel - fares, lodging
10/28/2022	1,804.00	EZCATERBUSBOYS AND PO	Employee relations
10/28/2022	(9.15)	MARRIOTT MARQUISHOUSTO	Travel - fares, lodging
10/28/2022	(9.15)	MARRIOTT MARQUISHOUSTO	Travel - fares, lodging
10/31/2022	1,597.91	LANDMARK THEATRES CORP	Employee relations
Nov-22	119.40	Canva	Advertising-marketing
Nov-22	438.75	The Art of Elegance	Public relations
Nov-22	299.95	IBACKUP 855-819-9948	Softare licenses and maintenance
Nov-22	315.18	PIZZA DORO	Public relations
Nov-22	2,100.00	THE BUSINESS JOURNALS	Subscriptions and publications
Nov-22	392.38	ezCater	Staff training
Nov-22	1,105.94	Ted's Bulletin	Internal meetings
Nov-22	2,427.75	Step Afrika	Community outreach
Nov-22	276.64	Cedar Hill Funeral Home	Employee relations
Nov-22	41.34	NY Times	Subscriptions and publications
Nov-22	260.00	CLEAR TO GO!	Softare licenses and maintenance
Nov-22	227.19	Conrad Hotel	Travel - fares, lodging
Nov-22	227.19	UNITED AIRLINES	Travel - fares, lodging
Nov-22	3,618.00	MICROSOFT	Softare licenses and maintenance
Nov-22	116.60	MICROSOFT	Softare licenses and maintenance
Nov-22	19.99	SOUTHWEST	Travel - fares, lodging
Nov-22	473.96	Conrad Hotel	Travel - fares, lodging
Nov-22	377.96	SOUTHWEST	Travel - fares, lodging
Nov-22	(95.99)	SOUTHWEST	Travel - fares, lodging
Nov-22	1,211.21	ezCater	Internal meetings
Nov-22	978.50	Precision Capital Partners	Office supplies
Nov-22	854.00	GREAT AMERICAN CORP	Public relations
Nov-22	180.00	Bitwarden	Softare licenses and maintenance
Nov-22	297.96	SOUTHWEST	Travel - fares, lodging
Nov-22	30.00	Notary Republic	Membership dues
Nov-22	1,215.88	Conrad Hotel	Travel - fares, lodging
Nov-22	911.91	Conrad Hotel	Travel - fares, lodging
Nov-22	1,215.88	Conrad Hotel	Travel - fares, lodging
Nov-22	1,215.88	Conrad Hotel	Travel - fares, lodging

Nov-22	911.91	Conrad Hotel	Travel - fares, lodging
Nov-22	911.91	Conrad Hotel	Travel - fares, lodging
Nov-22	357.20	UNITED AIRLINES	Travel - fares, lodging
Nov-22	267.32	SAMSClub.	Office supplies
Nov-22	180.55	Busboys & Poets	Internal meetings
Nov-22	55.00	Constant Contact	Software licenses and maintenance
Nov-22	875.00	Quadel	Staff training
Nov-22	7,880.00	City Experiences	Employee relations
Nov-22	50.26	Busboys & Poets	Internal meetings
Nov-22	18,321.44	DISTRICT WINERY	Employee relations
Nov-22	911.91	Conrad Hotel	Travel - fares, lodging
Nov-22	2,117.62	Conrad Hotel	Travel - fares, lodging
Nov-22	42.00	SUNOCO 8002179201 QPS	Vehicle expense
Nov-22	64.00	SUNOCO 8002179201 QPS	Vehicle expense
Nov-22	1,523.20	City Cruisers	Employee relations
Dec-22	76.99	EDIBLE ARRANGEMENTS	Employee relations
Dec-22	375.00	The Art of Elegance	Public relations
Dec-22	3,618.00	MICROSOFT	Software licenses and maintenance
Dec-22	116.60	MICROSOFT	Software licenses and maintenance
Dec-22	210.94	HRM	Staff training
Dec-22	299.95	Pro Softnet	Software licenses and maintenance
Dec-22	41.33	Wall Street Journal	Subscriptions and publications
Dec-22	178.99	Busboys & Poets	Internal meetings
Dec-22	492.47	ezCater	Internal meetings
Dec-22	124.50	Step Afrika	Community outreach
Dec-22	340.00	GREAT AMERICAN CORP	Public relations
Dec-22	1,795.00	Bond Buyer Subscription	Subscriptions and publications
Dec-22	161.80	Sam's Club	Office supplies
Dec-22	41.34	NY Times	Subscriptions and publications
Dec-22	149.00	National Elite	Employee relations
Dec-22	1,030.00	Dealer's Choice	Employee relations
Dec-22	424.00	Citrix	Software licenses and maintenance
Dec-22	260.00	CLEAR TO GO!	Software licenses and maintenance
Dec-22	63.51	Go Daddy	Software licenses and maintenance
Dec-22	41.33	Wall Street Journal	Subscriptions and publications
Dec-22	84.74	Busboys & Poets	Internal meetings
Dec-22	508.80	ISSUU	Subscriptions and publications
Dec-22	1,295.00	IAAP	Conferences and meetings
Dec-22	65.00	Constant Contact	Software licenses and maintenance
Dec-22	357.00	PRSA Renewal	Membership dues
Dec-22	357.00	PRSA Renewal	Membership dues
Dec-22	(707.56)	Emphasys	Travel - fares, lodging
Dec-22	(303.97)	Emphasys	Travel - fares, lodging
Dec-22	200.00	Society for Human Resources	Membership dues
Dec-22	2,145.00	Society for Human Resources	Conferences and meetings
Dec-22	2,145.00	Society for Human Resources	Conferences and meetings
Dec-22	1,649.00	American University	Staff training
Dec-22	495.00	ASSOC FOR FINANCIAL PR	Membership dues
Dec-22	550.14	W2 Mater Software	Software licenses and maintenance
Dec-22	975.07	SHRM Aria Resort & Casino	Travel - fares, lodging
Dec-22	4,682.29	UBER	Local transportation
Dec-22	41.82	Fedex	Postage and delivery
Dec-22	8.16	Fedex	Postage and delivery
Dec-22	4.91	Fedex	Postage and delivery

Dec-22	40.62	Fedex	Postage and delivery
Dec-22	10.22	Fedex	Postage and delivery
Dec-22	5.50	Fedex	Postage and delivery
	<b>603,363.94</b>		



DISTRICT OF COLUMBIA.

**DELEGATION OF LOW INCOME HOUSING TAX CREDITS  
DETERMINATION AND ADMINISTRATION AGREEMENT**

**BY AND BETWEEN  
THE DISTRICT OF COLUMBIA, ACTING  
BY AND THROUGH**

**THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

**AND**

**THE DISTRICT OF COLUMBIA  
HOUSING FINANCE AGENCY**

**Article I. Introduction**

This Agreement For Delegation of Low Income Housing Tax Credits Determination and Administration ("Agreement") is entered into as of this 14<sup>th</sup> day of May, 2015, by and between the District of Columbia, a municipal corporation (hereinafter "District"), acting by and through the Department of Housing and Community Development (hereinafter the "Department" or "DHCD") and the District of Columbia Housing Finance Agency (hereinafter "HFA"), a corporate body and instrumentality of the District.

**Article II. Overview/Program Goals and Objectives Recitals**

**WHEREAS**, the United States Department of the Treasury, acting by and through the Internal Revenue Service ("IRS"), has been authorized by the Congress of the United States of America to administer a Tax Credit Program, affecting housing development with participation by state and local jurisdictions, as the case may be; and

**WHEREAS**, the Tax Reform Act of 1986, as amended, established the federal Low Income Housing Tax Credit ("LIHTC") Program (the "Program") to encourage private investment for the construction and rehabilitation of housing to benefit low and moderate income individuals and families; and

**WHEREAS**, to implement the Program in the District, the Mayor of the District assigned, by Mayor's Order # 87-72 (the "Mayor's Order"), the authority and responsibility of administering the Program to DHCD; and

**WHEREAS**, DHCD, in an attempt to better utilize LIHTCs to benefit the citizens of the District, hereby delegates to the HFA limited authority to underwrite projects that are eligible to receive LIHTCs under the Internal Revenue Code § 42(h)(4) (the "Four Percent Credits"), a copy of which is attached hereto as Exhibit A, in conjunction with the issuance of tax-exempt bonds by the HFA; and

**WHEREAS**, the award of Four Percent Credits are not subject to the "State Ceiling" and are not subject to competitive rounds; and

**WHEREAS**, DHCD and the HFA agree that the HFA will conduct the underwriting of projects receiving Four Percent Credits and financed with tax exempt bonds issued by the HFA in accordance with the provisions of Section 42 of the Internal Revenue Code and the applicable regulations; and

**WHEREAS**, DHCD and the HFA also agree that the HFA shall calculate the amount of Four Percent Credits to be allocated to the projects that participate in the Program, as required under the Internal Revenue Code § 42(h) (4) and the District's Qualified Allocation Plan, as prepared and approved by DHCD, and as may be amended from time to time ("QAP"), attached hereto as Exhibit B and made a part hereof; and

**WHEREAS**, notwithstanding any provision of this Agreement to the contrary, it is understood and agreed between DHCD and the HFA, that all of the obligations contained herein, as defined to be those of HFA, shall be the only delegated authority from DHCD, as delegated to DHCD by the Mayor's Order, and such delegation to the HFA may, if the HFA shall fail or is unable to perform the duties and responsibilities hereunder delegated, be withdrawn or terminated in accordance with Article V of this Agreement.

**NOW THEREFORE**, DHCD and the HFA, for and in consideration of the mutual promises, herein contained, for which the receipt and sufficiency are herein acknowledged by both parties, desire to amend their respective policies and procedures, as memorialized in this Agreement, concerning the duties and responsibilities of the parties relating to LIHTCs under Section 42 of the Internal Revenue Code and the applicable regulations, the QAP, and the laws of the District, more particularly as such laws relate to the authority and obligations of both parties.

### **Article III. Scope and Implementation**

DHCD and the HFA, as each is legally authorized, do understand and agree as follows:

1. The above Recitals are incorporated into and made a part of this Agreement.
2. DHCD does hereby, insofar as it is legally permitted to so do, delegate and authorize the HFA to underwrite and calculate the amount of Four Percent Credits to be allocated to housing projects in the District receiving Four Percent Credits and financed with tax exempt bonds, issued by the HFA in accordance with the provisions of Section 42(m)(2) of the Internal Revenue Code, a copy of which is attached hereto as Exhibit A and made a part hereof, and the terms and conditions of this Agreement. DHCD does hereby, insofar as it is legally permitted to do, further delegate and authorize the HFA to conduct subsidy layering review on projects financed with tax exempt bonds, Four Percent Credits and Department of Housing and Urban Development (HUD) housing assistance as required by Section 102(d) of The Housing and Community Development Reform Act of 1989, Section 911 of The Housing and Community Development Act of 1992 and Section 42 of the Internal Revenue Code.
3. On June 30<sup>th</sup> and December 30<sup>th</sup> of each year, the HFA shall submit semi-annual reports to DHCD on the processing of projects that anticipate an allocation of Four Percent Credits. These reports shall include a project description, the underwriting data utilized, the amount of tax-exempt bond financing, the estimated project construction schedules and the projected time for the expected award of Four Percent Credits pursuant to such construction schedule. DHCD may make additional reasonable requests for reports as needed. Not more than ten (10) business days after the receipt of the District of Columbia Council's approval of proposed HFA tax-exempt bond / 4% LIHTC transactions, the HFA shall transmit to DHCD a copy of said approval.

4. The HFA shall utilize underwriting standards that at a minimum include all of the guidelines set forth in the QAP, the provisions of Section 42 of the Internal Revenue Code, and the implementing regulations to determine the financial feasibility and eligibility of housing projects that are eligible to receive Four Percent Credits in the District. DHCD will provide updates, which updates may include links to DHCD's website or other electronic version, to the HFA of the Qualified Allocation Plan (QAP) within ten (10) business days after they are approved.
5. The HFA shall provide or cause to be provided to DHCD sufficient information, data, and other documentation to allow DHCD to determine the eligible and qualified basis, the calculation of the percentage of the aggregate basis of the project financed by the HFA with tax exempt bonds and the amount of Four Percent Credits to be allocated to the particular project.
6. The HFA shall ensure that all housing projects affected by the Program meet the requirements of the QAP as prescribed under Internal Revenue Code § 42; provided, however, this is not to imply that the HFA is to perform any file reviews, physical inspections or any other compliance monitoring functions under Section 42 of the IRS Code.
7. Not less than two (2) weeks prior to the expected closing date of an HFA-financed tax-exempt bond housing project using Four Percent Credits, the HFA shall provide or cause the housing sponsor to provide to DHCD for review and approval: (i) the final DHCD-approved application for LIHTCs ("DHCD LIHTC Application"), (ii) Form 202, (iii) draft Indenture of Restrictive Covenants in a form prescribed by DHCD; and, HFA shall make the determination required under Code Section 42(m)(2) and shall send a letter documenting such determination with the DHCD LIHTC Application. DHCD shall have no more than ten (10) business days from the date of receipt of the DHCD LIHTC Application to review and approve the same. If DHCD shall fail to approve the DHCD LIHTC Application, it shall provide HFA, in writing, the reasons for its failure to approve the same, and if DHCD shall provide no writing of its disapproval, the DHCD LIHTC Application shall be deemed approved. Following an approval of the DHCD LIHTC Application, DHCD shall issue an initial determination letter (the "Determination Letter") of a conditional Four Percent Credit allocation, as prescribed in Internal Revenue Code § 42(m). DHCD shall provide the Determination Letter to the HFA no later than two (2) days before the closing of any such project. As one of the conditions precedent to the allocation of Four Percent Credits, the developer or the owner of the project shall record the Indenture of Restrictive Covenants, executed by DHCD and the owner of the project, running with the land, setting forth a restriction on the use of the subject property during the 15-year LIHTC Compliance Period and the 30-year Extended Use Period (which run concurrently) as provided under the Internal Revenue Code.

In addition to the DHCD LIHTC Application and attachments thereto, the HFA shall provide or cause the housing sponsor to provide to DHCD not less than two (2) weeks prior to the expected closing date the following:

- a. Cover page transmitting and summarizing the project;
- b. Request for Indenture of Restrictive Covenants;
- c. Market Study;
- d. DCHFA's Underwriting Model Pro-forma including the development budget sources and uses;
- e. Final Bond Underwriting Memorandum;

- f. Evidence of the amount of the DHCD Closing Fee to be paid at closing; and
  - g. Updated Development Schedule.
8. Projects financed with tax-exempt bonds may apply for an allocation of tax credits by submitting to DHCD, through HFA, not less than two (2) weeks prior to the desired date of allocation the following documents:
    - a. Executed IRS draft form 8609 to be executed by DHCD;
    - b. DCRA-issued Certificate of Occupancy indicating that the related building has been placed in service or such other documentation acceptable to DHCD to such effect;
    - c. Copy of the recorded Indenture of Restrictive Covenants;
    - d. Copy of the Market Study;
    - e. DHCD Form 202-H;
    - f. Owner's Cost Certification;
    - g. Copy of Executed Partnership Agreement and all attachments; and
    - h. Check payable to the "DC Treasurer – Low Income Housing Tax Credit Fund".
  9. DHCD shall only execute IRS form(s) 8609, in its sole and reasonable discretion, upon its receipt and approval of information and reports consistent with the required information contained in paragraphs 7 and 8 of Article III of this Agreement.
  10. Within ten (10) business days of execution, DHCD shall provide the HFA with a copy of the approved IRS form 8609 for each project so approved. The approved IRS form 8609 should be sent to the attention of DCHFA's Director of Compliance and Asset Management.
  11. The HFA shall, in addition to the semi-annual reporting, make available to DHCD, upon request, all HFA files, containing all information relevant to projects that have either received an allocation of Four Percent Credits or that expect to receive an allocation of Four Percent Credits.
  12. On an annual basis and as of the effective date of this Agreement, DHCD shall, in accordance with Section 42 of the Internal Revenue Code and the applicable regulations, conduct physical inspections and file reviews of all projects and units, financed with tax-exempt bonds issued by the HFA, that have been allocated Four Percent Credits.
  13. The HFA shall provide or cause to be provided to DHCD all reports required by this Agreement covering all Four Percent Credit-financed projects in the period specifically mentioned or within a reasonable time, otherwise.
  14. The HFA shall report, in writing, to DHCD, in a reasonably timely manner, any knowledge of noncompliance or allegation of non-compliance with the Program of any project that received Four Percent Credits in the financing structure. The HFA will only report on projects that are Placed in Service as evidenced by the HFA receiving an IRS Form 8609. The HFA understands that any such non-compliance or allegation of noncompliance of which it is aware shall be reported to DHCD, in writing, within (10) days from the date the HFA has actual knowledge of a noncompliance or an allegation of noncompliance.
  15. In the event the HFA shall, as of the effective date of this Agreement, fail to underwrite a Four Percent Credit project in keeping with the requirements described in this Agreement, DHCD shall inform the HFA in writing of such failure and provide the HFA with no less than sixty (60) days to cure, if such failure is capable of being cured; provided, however, if the

HFA fails to cure after the expiration of the sixty (60) day period or such other time as agreed upon by the parties, DHCD may perform the underwriting, if feasible, at the HFA's cost and expense in such reasonable amount to be determined by the parties.

16. The HFA, as of the effective date of this Agreement, shall include in its financing documents, for any tax-exempt bond transaction that utilizes Four Percent Credits in the financing structure, a provision describing the monitoring fees (the "Monitoring Fees"), and payment of said fees to DHCD for performing the Four Percent Credit monitoring of the project, which shall be billed and collected by DHCD.
17. The HFA shall also include, as a condition precedent to closing on any project that utilizes Four Percent Credits a certification from the owner/sponsor/developer, that to the best of their respective knowledge, information and belief, the project satisfies all Internal Revenue Code requirements and the owner/sponsor/developer has received a current DHCD Compliance and Monitoring Manual attached as Exhibit C and made a part hereof.
18. The terms and conditions of this Agreement shall be governed by the laws and regulations of the District, and, as applicable, the laws and regulations of the Federal government.
19. Failure by the HFA to satisfy or comply with its obligations to (i) provide reports in the manner and form as mutually agreed upon by the parties, (ii) provide semi-annual reports under Paragraph 10 of this Agreement, (iii) underwrite projects in accordance with the Internal Revenue Code and the QAP, (iv) provide DHCD a market study in compliance with the provisions of the Internal Revenue Code and the QAP, (iv) comply with all applicable Federal and District laws and regulations, including, but not limited to the Internal Revenue Code, or (v) comply with any of the terms and conditions of this Agreement shall constitute a breach of this Agreement. Upon the occurrence of a breach of this Agreement and the HFA's failure to cure the breach within sixty (60) days or such other period as mutually agreed upon by the parties, DHCD may terminate this Agreement as provided under Article V hereof.
20. DHCD shall provide the HFA with a copy of the Four Percent Credit monitoring reports on a quarterly basis for all projects reviewed for LIHTC compliance during the review period. Reports are due quarterly, on the 15<sup>th</sup> of the month following the close of a quarter. (April 15, July 15, October 15, January 15)
21. DHCD shall provide the HFA with a copy of physical inspection reports on a quarterly basis for all Four Percent Credit projects monitored. Reports are due quarterly, on the 15<sup>th</sup> of the month following the close of a quarter. (April 15, July 15, October 15, January 15)22. DHCD shall provide the HFA with a monthly schedule of projects subject to physical inspection and file monitoring. This schedule is due to the HFA by the last day of the month, preceding the month inspection(s) is to occur.
23. DHCD shall provide the HFA with a copy of any IRS form 8823 issued to report noncompliance to the IRS. The HFA shall be copied on the submittal to the IRS at the time of issuance.

#### **Article IV. Duration of the Agreement**

The terms and conditions of this Agreement shall remain in force and effect for a period of sixty (60) months from the effective date of this Agreement, unless terminated earlier by mutual agreement,

operation of law, or due to failure of performance by either party under this Agreement, which shall be a breach of this Agreement, as more specifically detailed in Article V of this Agreement.

This Agreement may only be amended in writing, as mutually agreed upon and executed by the HFA and DHCD.

#### **Article V. Special Provisions for Termination of Agreement**

DHCD and the HFA may terminate this Agreement in whole or in part by giving sixty (60) days written notice to the other party, when it is in the best interest of either agency to do so based on the following grounds:

- A. Lack of funding;
- B. Material changes in applicable laws;
- C. Material changes in the structure or nature of the Program;
- D. Elimination of the Program, service or project supported by this Agreement;
- E. Failure of the parties to follow District of Columbia laws, rules or regulations; or
- F. Material breach of the terms of this Agreement, which shall remain uncured, as prescribed in this Agreement.

Notwithstanding anything to the contrary, a termination under A through E of this Article V shall not be deemed a breach of this Agreement. The parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated.

#### **Article VI. Funding Provisions and Cooperative Payment Method**

- A. DHCD and HFA shall require the developer/owner, using Four Percent Credits, as a condition precedent to closing on the project, to pay a one-time allocation fee (the "Allocation Fee") in the amount of ten percent (10%) of the anticipated annual Four Percent Credits allocation. Sixty percent (60%) of the Allocation Fee shall be paid to the HFA. DHCD shall be paid the remaining forty percent (40%) of the Allocation Fee (the "8609 Issuance Fee") as follows: 15 percent (15%) of the said 8609 Issuance Fee shall be paid to DHCD at closing ("DHCD Closing Fee") with the remaining 25 percent (25%) (the "8609 Issuance Fee") to be paid to DHCD upon issuance of an IRS Form 8609 for the project. Any fees due and owing to DHCD under this Agreement shall be billed and collected by DHCD. Notwithstanding the foregoing, HFA shall inform the developer/owner that DHCD shall not approve the closing of the transaction without payment of the DHCD Closing Fee, and DHCD shall not issue IRS Form 8609 without payment of the 8609 Issuance Fee.
- B. DHCD shall charge each project financed with Four Percent Credits the Monitoring Fee for each unit in the project. The Monitoring Fee shall be in an amount of at least Forty-five Dollars (\$45) per unit as determined by DHCD in its sole but reasonable discretion.

#### **Article VII. Review**

Pursuant to the Financial Review Process (FRP) mandated by the Office of the Chief Financial Officer of the District, all services provided by this Agreement shall be reported in DHCD's submission to the Officer of Budget and Planning.

**Article VIII. Resolution of Disputes**

The Office of Financial Operations and Systems in the District of Columbia Office of the Chief Financial Officer shall resolve all adjustments and/or disputes arising from the fees charged under this Agreement.

**Article IX. Exhibits**

Exhibits A through C to this Agreement, as may be amended from time to time, are attached hereto, made a part of this Agreement and/or incorporated herein by reference and made a part of this Agreement.

**Article X. Effective Date**

This Agreement shall be effective as of the 14th day of May 2015 and supersedes any Memorandum of Understanding or other agreement previously entered into by the parties regarding the implementation the Program.

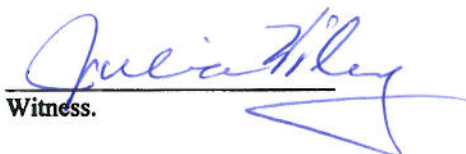
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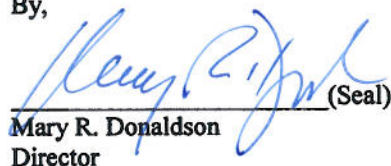
[SIGNATURE PAGE]

IN WITNESS WHEREOF, the HFA and DHCD have caused this Agreement to be executed by their respective duly authorized representatives by affixing their hands and seals hereunto as of the day and year first above written.

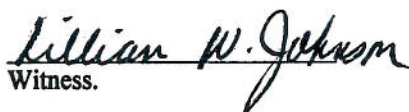
Signed, sealed and delivered  
in presence of:

  
Witness.

**DISTRICT OF COLUMBIA**, a municipal  
corporation, acting by and through the  
Department of Housing  
and Community Development  
By,

 (Seal)  
Mary R. Donaldson  
Director

Signed, sealed and delivered  
in presence of:

  
Witness.

**DISTRICT OF COLUMBIA**  
**HOUSING FINANCE AGENCY**  
By,

 (Seal)  
Maria K. Day-Marshall  
Interim Executive Director



**Exhibit A**

**Internal Revenue Code § 42(h) (4) (A) & (B)**

**(h) Limitation on aggregate credit allowable with respect to projects located in a State**

**(4) Credit for buildings financed by tax-exempt bonds subject to volume cap not taken into account**

**(A) In general**

Paragraph (1) shall not apply to the portion of any credit allowable under subsection (a) which is attributable to eligible basis financed by any obligation the interest on which is exempt from tax under section 103 if –

- (i) such obligation is taken into account under section 146, and
- (ii) principal payment on such financing are applied within a reasonable period to redeem obligations the proceeds of which were used to provide such financing.

**(B) Special rule where 50 percent or more of building is financed with tax-exempt bonds subject to volume cap**

For purposes of subparagraph (A), if 50 percent or more of the aggregate basis of any building and the land on which the building is located is financed by any obligation described in subparagraph (A), paragraph (1) shall not apply to any portion of the credit allowable under subsection (a) with respect to such building.

**Internal Revenue Code § 42(m) (1) (B)(iii)**

**(m) Responsibilities of housing credit agencies**

**(1) Plans for allocation of credit among projects**

**(B) Qualified allocation plan**

For purposes of this paragraph, the term "qualified allocation plan" means any plan –

**(iii)**

which provides a procedure that the agency (or an agent or other private contractor of such agency) will follow in monitoring for noncompliance with the provisions of this section and in notifying the Internal Revenue Service of such noncompliance which such agency becomes aware of and in monitoring for noncompliance with habitability standards through regular site visits.

**Internal Revenue Code § 42 (m)(1)(A)(iv)**

**(m) Responsibilities of housing credit agencies**

**(1) Plans for allocation of credit among projects**

**(A) In general**

Notwithstanding any other provision of this section, the housing credit dollar amount with respect to any building shall be zero unless –

**(iv)**

a written explanation is available to the general public for any allocation of a housing credit dollar amount which is not made in accordance with established priorities and selection criteria of the housing credit agency.

*NOTE: Since the IRS Code § 42 change periodically, it is understood and agreed that any requirements of this Agreement shall change accordingly.*

## **TAB 9**

### **MEMORANDUM OF AGREEMENT**

#### **AMONG**

#### **OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT**

#### **AND THE**

#### **DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY**

#### **AND THE**

#### **DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

### **1. INTRODUCTION**

This Memorandum of Agreement (“MOA”) is entered into between the Office of the Deputy Mayor for Planning and Economic Development (“DMPED”), the District of Columbia Housing Finance Agency (“DCHFA”), an instrumentality of the District of Columbia, and the Department of Housing and Community Development (“DHCD”) (each individually a “Party” and collectively the “Parties”).

### **2. BACKGROUND**

#### **Private activity bonds**

Each year the District of Columbia (the “District”) receives a formula-based private activity bond allocation from the Internal Revenue Service, which enables tax-exempt bonds to be issued to support the production and preservation of affordable multifamily housing. Historically, DMPED has allocated the entirety of this allocation to DCHFA (“The Agency”). DCHFA, in turn, issues bonds to provide financing to affordable multi-family housing projects and support single-family homeownership through the Mortgage Credit Certificate (“MCC”) program, which allows borrowers to afford a higher mortgage than would otherwise be possible<sup>1</sup>.

Historically, the demand for private activity bond cap has not exceeded the annual allocation. As such, DMPED has assigned carryover bond allocation following the end of each calendar year – rather than current calendar year allocation. However, substantially increased investment in the District’s Housing Production Trust Fund in recent years alongside other market changes have increased demand for private activity bonds for affordable housing production, prompting the need to adjust the bond allocation process. This MOA outlines the new process governing the use of the District’s private activity bond allocation by the DCHFA.

To address the increased need for bond cap, DCHFA will work with DMPED, DHCD and other Housing Agency Partners, where applicable, to make the following changes:

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<sup>1</sup> DCHFA has put \$100 million per year towards the Mortgage Credit Certificate program since 2017.

**Allocate calendar year volume.** DMPED has historically assigned carryover private activity bond allocation to DCHFA in approximately February of each year. DMPED will allocate calendar year 2022 allocation to DCHFA so that bond cap can be deployed to ready projects.

**Focus private activity bond volume cap exclusively on affordable multifamily housing projects.** In recent years, DCHFA has funded the MCC program with bonds. DCHFA has already allocated \$30MM in private activity bond cap from the CY2021 allocation. No remaining bond allocation and no calendar year 2022 allocation shall be used to support the MCC program. DCHFA will use its best efforts to fund this program at the current level with non-private activity bond resources but in no circumstance provide MCC with District's allocation of Private Activity Bonds (PAB) without District approval.

**Implement a coordinated application process for bond capital.** Projects in the DCHFA bond pipeline are currently sourced in the following ways:

- Projects awarded through the DHCD's Consolidated RFP process (which awards Housing Production Trust Fund loans as well as 9% Low Income Housing Tax Credits among other gap financing sources). Development proposals are evaluated as prescribed in the Consolidated RFP which is based by the Qualified Application Plan ("QAP"), a document required by the United States Department of Treasury that describes a jurisdiction's selection criteria for housing projects to receive low-income housing tax credits. The QAP is informed by public input and currently articulates policy priorities aligned with the District's affordable housing goals (to create 36,000 net new units by 2025, 12,000 of them affordable) and Housing Equity Report.
- Redevelopment projects awarded through DMPED's competitive solicitations.
- Projects that apply directly to DCHFA, which can include both new affordable housing production and preservation of existing affordable properties.

These projects are typically induced for bonds on a first-come, first-served basis; that is, as they are ready to close. Moving forward, to fully align bond cap utilization with the District's affordable housing priorities and create a more coordinated resource allocation process, all projects must take the following steps to receive tax credits and bonds:

- **Threshold review (DHCD RFP):** Apply for threshold review and initial scoring through DHCD. Projects that apply shall be evaluated for alignment with the QAP and priorities articulated in the most recent RFP. DHCD will conduct a threshold review of applications to assess alignment with policy priorities and administer this process semi-annually.
- **Bond & tax credits application (DCHFA bond readiness application):** Projects that pass the DHCD threshold review will be eligible to apply to DCHFA for bonds and tax credits when they are ready. DCHFA shall review applications and sequence approved projects for inducement based on project readiness and degree of alignment with policy priorities, as scored by DHCD. Projects that do not pass DHCD's threshold review will not be eligible to apply to DCHFA for bond cap and tax credits.

Unless projects meet one of the following criteria, they must submit to DHCD for threshold review prior to applying for bond volume cap through DCHFA.

- Has already been induced as of September 1, 2022;
- Has been selected for underwriting via DHCD’s consolidated RFP as of September 1, 2022;
- Has been selected for development by DMPED RFP as of September 1, 2022; or Will deliver at least 400 total units by 2025.

Starting in CY23, all projects must submit to DCHFA for bond cap when they are ready.

**Establish an expiration period that a project may reserve volume cap.** DCHFA will limit the duration of the inducement resolution to **180 Calendar days** from the date of inducement resolution approval by the DCHFA Board. This will require a final bond resolution to be approved by the DCHFA Board within 6 months from inducement. If a final bond resolution has not been approved as set forth above, the project will have to resubmit in DCHFA’s next application window.

**Limit the amount of tax-exempt bonds per issued per project to 20% of the District’s annual allocation.** To conserve available bond cap, DCHFA shall make no more than 20% of the District’s annual allocation (\$67 million for CY2022) of bond cap available to any one project using allocation from calendar years 2021 through 2022.

DCHFA will work with sponsors to identify, whenever reasonably possible, capital structures that satisfy the need of the transaction that will not require volume cap more than the limit as defined above. These sources may include taxable bonds, or any other tools that DCHFA may develop or adopt.

**Communicate to stakeholders.** DCHFA shall issue guidance immediately to project sponsors indicating its shift to an application window process. That guidance shall include that

- Any projects that do not meet one of the criteria described above (page 3) must submit to DHCD for threshold review prior to applying for bonds via DCHFA’s project bond readiness review); and
- All bond volume cap allocation awards using allocations remaining from CY20- CY22 will be limited to up to and not exceeding 20% of the District’s annual private activity bond allocation (or approximately \$67 million) per project, effective immediately.

**Initiate regular reporting by DCHFA to DMPED.** To monitor bond cap utilization, DCHFA shall submit quarterly reports beginning on January 2, 2023 to DMPED showing bond cap utilized to date by project, projects in pipeline, available bond cap and other information as requested by DMPED. DHCD shall validate relevant information contained in the report to DMPED and be copied on the transmittal.

**Implement strategies to conserve bond cap.** DCHFA, consistent with its enabling statute, shall work with DHCD and DMPED as needed to implement the strategies to contain costs and identify additional resources for affordable housing projects.

- Implement DHCD underwriting standards and requirements where possible according to DCHFA statutory requirements
- Commission a third-party review of DCHFA fees compared to other states, discuss the findings of such review with DMPED and DHCD and provide updated fee and soft cost schedule based on the aforementioned findings and discussions.
- In accordance with DCHFA enabling statute and in collaboration with District agencies, develop additional strategies to conserve bond cap, such as establishing a policy to limit supplemental bond issuance to projects that have legitimate cost increases and related 50% test issues, or removing land cost from aggregate basis through District purchase and ground lease, if and where possible.

### **3. SCOPE OF SERVICES**

In furtherance of the shared goals of the Parties to carry out the purposes of this MOA expeditiously and economically, the Parties hereby agree as follows:

#### **a. Responsibilities of DCHFA**

- Use best efforts to fund the Mortgage Credit Certificate (MCC) Program to non-private activity bond resources of the Agency but in no circumstance provide MCC with District's allocation of Private Activity Bonds (PAB) without District approval.
- Implement a coordinated application process for tax credits and bonds with DHCD that includes semi-annual threshold review for policy alignment conducted by DHCD, semi-annual bond readiness review by DCHFA, and a process for managing project sequencing and reallocation due to missed deadlines.
- Communicate the new process to project sponsors.
- Limit the amount of tax-exempt bonds issued per project to 20% of the District's annual bond allocation (approximately \$67 million for CY 2022).
- Provide quarterly report beginning January 2, 2023, to DMPED as described above.
- Move forward with implementing projects in pipeline that meet criteria described above, in accordance with new cap.
- Implement new strategies to conserve bond cap as described above.

#### **b. Responsibilities of DHCD**

- Implement a coordinated application process for tax credits and bonds with DCHFA that includes semi-annual threshold review for policy alignment conducted by DHCD, semi-annual bond readiness review by DCHFA, and a process for managing project sequencing and reallocation due to missed deadlines.
- Work with DCHFA to validate information in regular report to DMPED

#### **c. Responsibilities of DMPED**

- i. Allocate calendar year 2022 private activity bond volume of \$335,115,000 to DCHFA.

#### **4. DURATION OF THIS MOA**

The period of this MOA shall be from the date the last Party signed this MOA through September 30, 2023, unless terminated in writing by the Parties pursuant to Section 11 of this MOA. The Parties may mutually agree to extend the term of this MOA for a maximum one (1) year option period. The Party desiring the extension shall provide written notice of its intent to exercise an option period thirty (30) days prior to the expiration of the initial year of this MOA. Regarding DCHFA, an agreement to extend this MOA is dependent on the DCHFA Board's approval of such extension.

#### **5. AUTHORITY**

Mayor's Order No. 99-62; D.C. Official Code § 42-2703.01(6); D.C. Official Code § 42-2703.01(12); D.C. Official Code § 42-2703.01(21); and DCHFA Resolution No. 2022-13(G) adopted by the DCHFA Board of Directors on October 18, 2022.

#### **6. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that nothing in this MOA creates a financial obligation in anticipation of an appropriation and that all provisions of this MOA, or any subsequent agreement entered into by the Parties pursuant to this MOA, are and shall remain subject to the provisions of (i) the federal Antideficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351; (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01 – 47-355.08 (2015 Repl.); (iii) D.C. Official Code § 47-105 (2015 Repl.); and (iv) D.C. Official Code § 1-204.46 (2015 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

#### **7. AMENDMENTS AND MODIFICATIONS**

This MOA may be amended or modified only upon prior written agreement of the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties.

#### **8. CONSISTENT WITH LAW**

The Parties shall comply with all applicable laws, including, but not limited to, the Internal Revenue Code, and rules and regulations whether now in effect of hereafter enacted or promulgated.

#### **9. COMPLIANCE AND MONITORING**

NOT APPLICABLE.

#### **10. RECORDS AND REPORTS**

DCHFA shall maintain records for a period of no less than three years from the date of expiration or termination of this MOA and, upon DMPED's request, make these documents

available for inspection by duly authorized representatives of DMPED and other officials as may be specified by the DMPED in its sole discretion.

## **11. TERMINATION**

Either Party may terminate this MOA in whole or in part by giving thirty (30) calendar days' advance written notice to the other Party.

## **12. NOTICES**

The following individuals are the contact points for each Party under this MOA:

**DMPED:** Sharon Carney  
Chief of Staff  
Office of the Deputy Mayor for Planning and Economic Development  
1350 Pennsylvania Avenue, NW, Suite 317  
Washington, DC 20004  
202.741.2140  
[Sharon.carney@dc.gov](mailto:Sharon.carney@dc.gov)

**DCHFA:** Christopher Donald  
Executive Director & CEO  
DC Housing Finance Agency  
815 Florida Avenue, NW  
Washington, DC 20001  
202.777.1612  
[cdonald@dchfa.org](mailto:cdonald@dchfa.org)

**DHCD:** Drew Hubbard  
Interim Director  
Department of Housing and Community Development  
1800 Martin Luther King Jr. Avenue, SE  
Washington, DC 20020  
(202) 230-9127  
[drew.hubbard@dc.gov](mailto:drew.hubbard@dc.gov)

## **13. RESOLUTION OF DISPUTES**

The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOA.

## **14. CONFIDENTIAL INFORMATION**

The Parties to this MOA will use, restrict, safeguard, and dispose of all information related to this MOA in accordance with all relevant federal and local statutes, regulations, and policies. Information received by either Party in the performance of responsibilities associated with the performance of this MOA shall remain the property of DMPED.

*[signatures to follow]*



The Parties hereto have executed this MOA as follows:

**OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT**

By:  \_\_\_\_\_ Date: 10/25/2022  
John Falcicchio  
Deputy Mayor for Planning and Economic Development

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY**

By:  \_\_\_\_\_ Date: 10/20/22  
Christopher E. Donald  
Executive Director & CEO

**DISTRICT OF COLUMBIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

By: **Drew Hubbard** Digitally signed by Drew Hubbard  
Date: 2022.10.25 16:33:02 -04'00' \_\_\_\_\_ Date: \_\_\_\_\_  
Drew Hubbard  
Interim Director

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
AND  
DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY  
RESIDENTIAL ACCESSORY APARTMENT PROGRAM  
FISCAL YEAR 2022**

**I. INTRODUCTION**

This Memorandum of Understanding ("MOU") is entered into between the Department of Housing and Community Development ("DHCD"), and the District of Columbia Housing Finance Agency ("HFA") (each a "Party" or collectively referred to herein as the "Parties").

The mission of HFA is to be the District of Columbia's principal catalyst for housing finance and neighborhood investment.

The mission of DHCD is to produce and preserve opportunities for affordable housing and economic development and to revitalize underserved communities in the District of Columbia ("District").

In 2019, Mayor Muriel Bowser set a goal to deliver an additional 36,000 units of housing – including at least 12,000 units of affordable housing – by 2025. The Executive Office of the Mayor and DHCD have created new initiatives to bring new affordable homes to the District in Fiscal Year 2022 including the Residential Accessory Apartments Program ("RAAP"). The RAAP will provide grants to homeowners to build residential accessory apartments on their properties. These efforts further opportunities for owners of single-family, semi-detached or rowhouses to help the District further its goal of achieving 12,000 new affordable homes by 2025. These grants are funded with allocations made by the Bowser Administration in the Fiscal Year 2022 budget.

**II. PROGRAM GOAL AND OBJECTIVES**

The RAAP will provide grants to homeowners totaling \$1,650,000 for the development of residential accessory apartments, also known as Accessory Dwelling Units ("ADUs").

This MOU facilitates the transfer of \$1,650,000 of District funds ("MOU Funds") from DHCD to HFA to support the RAAP grants, through which at least fifteen (15) ("Homeowner Grant(s)") will be offered to homeowners.

2. HFA will charge an administration fee of 1% of the total MOU Funds.
3. The MOU Funds shall be transferred via one (1) wire transfer from DHCD to HFA based on the total amount of this MOU.
4. Homeowner Grant Funds advanced from HFA to the RAAP Grantee for the services to be provided by the RAAP Grantee shall not exceed the actual Homeowner Grant Funds made to the RAAP Grantee plus administrative expenses in accordance with the RAAP Grant.
5. The Parties' Directors or their designees shall use their best efforts to resolve all adjustments and disputes arising from services performed by each Party under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems.

#### **B. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351; (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08; (iii) D.C. Official Code § 47-105; and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

#### **VIII. PROCUREMENT PRACTICES REFORM ACT**

If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent, contractor, consultant or other third party to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-351.01 *et. seq.*) to procure the goods or services of the agent or third party.

#### **IX. RECORDS AND REPORTS**

The Parties shall maintain records and receipts for the expenditure of all MOU Funds provided for a period of no less than three years from the date of expiration or termination of the MOU, and upon request, make these documents available for inspection by duly authorized representatives of either party and other officials as may be specified by the District of Columbia at its sole discretion.

#### **X. CONFIDENTIAL INFORMATION**

The Parties to this MOU shall use, restrict, safeguard, and dispose of all information related to services provided by this MOU in accordance with all relevant federal and District statutes, regulations, and policies.

**XI. TERMINATION**

Either Party may terminate this MOU in whole or in part by giving sixty (60) calendar days advance written notice to the other Party.

**XII. NOTICE**

The following individuals are the POCs for each Party under this MOU:

**DHCD:** Alex Cross, Deputy Chief of Staff  
Department of Housing and Community Development  
1800 Martin Luther King Jr. Avenue SE  
Washington, DC 20020  
Telephone: (202) 442-8392  
alex.cross@dc.gov

**HFA:** Christopher Donald, Executive Director & CEO  
District of Columbia Housing Finance Agency  
815 Florida Avenue NW  
Washington, DC 2001  
Telephone: (202) 777-1600  
cdonald@dchfa.org

**XIII. AMENDMENTS AND MODIFICATIONS**

The terms and conditions of this MOU may be amended or modified only upon prior written agreement by the Parties.

**XIV. MISCELLANEOUS**

The Parties shall comply with all applicable laws, rules, and regulations whether now in force or hereafter enacted or promulgated.

If a Party's ability to perform any of its responsibilities under this MOU is delegated or transferred to a successor agency, the Party whose responsibilities are affected shall take all necessary steps to ensure that the successor agency agrees to be bound by the terms of this MOU, including, if and as necessary, only by the execution of a written amendment to this MOU by all Parties.

**SIGNATURE PAGE FOLLOWS**

**IN WITNESS WHEREOF**, the Parties hereto have executed this MOU as follows:

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT:**

**Drew Hubbard** Digitally signed by Drew Hubbard  
Date: 2022.09.29 14:12:54 -04'00'  
\_\_\_\_\_  
Drew E. Hubbard, Interim Director

\_\_\_\_\_  
Date

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY:**

\_\_\_\_\_  
Christopher Donald, Executive Director & CEO

\_\_\_\_\_  
Date

**IN WITNESS WHEREOF**, the Parties hereto have executed this MOU as follows:

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT:**

\_\_\_\_\_  
Drew E. Hubbard, Interim Director

\_\_\_\_\_  
Date

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY:**

  
\_\_\_\_\_  
Christopher Donald, Executive Director & CEO

9/29/22  
Date

**TAB 10**

FY 2022 and FY 2023 Contracts																	
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. IDIQs 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
DCHFA-2019	Agency Audit Services	Auditing Services	11/1/2017	11/1/2017	10/29/2022	\$377,988	9462000	Auditing	local	Open market	CohnReznick LLP	unknown	unknown	500 East Pratt St., 4th Fl	Baltimore	MD	21202
DCHFA-21-003	Financial Management Software Hosting - Emphasys	Financial Management System Hosting Services	1/27/2017	1/27/2017	10/29/2022	\$143,400	9200500	Application,Infrastructer, Hosting and Cloud Computing Services, Vendor Hosted and Internally Hosted	local	Open market	Emphasys Software	unknown	unknown	9675 NW 117 Avenue, Suite 305	Miami	FL	33178
DCHFA-22-009	Cleaning Services	Cleaning Services	11/1/2022	11/1/2022	10/31/2027	\$442,979	9100000	Building Maintenance, installation and repair services	local	Open market	Rock Solid District Group, LLC	Female	African American	1025 Connecticut Ave NW	Washington	DC	20036
DCHFA-21-002	Residential Title Services - DC MAP 2 - COVID 19	Residential Title Services	11/5/2020	11/5/2020	11/5/2023	\$25,000	9464600	Escrow and Title Services	local	Open market	Answer Title & Escrow, LLC	Female	African American	80 M Street SE	Washington	DC	20003
DCHFA-22-010	Insurance Brokerage Services	Insurance Broker	7/15/2022	7/15/2022	7/14/2027	\$1,175,000	9186900	Insurance Consulting	local	Open market	Insurance Solutions Associates, Inc.	Female	African American	1818 New York Ave NE	Washington	DC	20002
N/A	Financial Management Software - Emphasys	Financial Management System	12/1/2017	12/1/2017	11/30/2022	\$1,201,038	9200000	Data processing , computer, and software services	local	Open market	Emphasys Software	unknown	unknown	9675 NW 117 Avenue, Suite 305	Miami	FL	33178
DCHFA-18-005	VoIP Telephone Services & Support	VoIP Telephone System	12/1/2017	12/1/2017	12/1/2023	\$46,759	9068400	Telecommunications Systems	local	Open market	ACDC Inc.	Male	unknown	3814 Roundtree Rd.	Jefferson	MD	21755
N/A	Water Treatment Services	Water Treatment Services	1/1/2009	1/1/2009	1/1/2023	\$15,516	1755488	Water System supplies, purification	local	Open market	Boland	unknown	unknown	30 West Watkins Mills Rd	Gaithersburg	MD	20878
N/A	Contracts Management Databse	Contract Management Database	2/19/2020	2/19/2020	2/19/2023	\$5,555	2083700	Database Software	local	Open market	Crow Canyon Systems, Inc.	unknown	unknown	565 Lori Drive #71	Benicia	CA	94510
N/A	Secure Shredding	Secure Shredding	2/23/2018	2/23/2018	2/23/2023	\$5,000	9622700	Document Shredding Services	local	Open market	Briar Patch Shredding & Recycling	unknown	unknown	5335 Wisconsin Ave NW	Washington	DC	20015
DCHFA-19-011	Elevator Maintenance & Services	Elevator Maintenance & Service	3/27/2019	3/27/2019	3/1/2023	\$18,000	9101300	Elevator Installation, Maintenance and Repair	local	Open market	Otis Elevator	unknown	unknown	5000 Philadelphia Way, Suite H	Lanham	MD	20706
DCHFA-19-009	Copy Editor Services	Copy Editor Services	3/15/2019	3/15/2019	3/15/2023	\$14,995	9152700	Editorial Services	local	Open market	MTB Enterprises d/b/a Brandire	unknown	unknown	3636 16th Street BW	Washington	DC	20010
DCHFA-18-010	IDIQ - Information Technology Consulting, Equip., Technical Support &	Information Technology Consulting Services	2/23/2018	2/23/2018	3/25/2023	\$0	9189000	Strategic Technology Planning and Consulting Services	local	Open market	Centricity Technology Partners	Female	African American	621 Quakenbos St. NW	Washington	DC	20011
DCHFA-19-012	Financial Advisory Services	Financial Advisory Services	3/27/2019	3/27/2019	3/26/2023	\$0	9464800	Financial Advisor	local	Open market	Caine Mitter & Associates, Inc.	unknown	unknown	225 West 35th St, suite 900	New York	NY	10001
DCHFA-19-013	Financial Advisory Services	Financial Advisory Services	3/27/2019	3/27/2019	3/26/2023	\$0	9464800	Financial Advisor	local	Open market	CSG Advisors	unknown	unknown	One Post Street, suite 575	San Francisco	CA	94104
N/A	Offsite Document Storage	Offsite Document Storage	5/1/2019	5/1/2019	4/30/2023	\$8,400	9902800	Document Recovery Services	local	Open market	Metropolitan Archives LLC	unknown	unknown	2270 Beaver Rd	Landover	MD	20785

DCHFA-18-006	HVAC & Building Maintenance Services	HVAC & Building Maintenance Services	12/7/2017	12/7/2017	6/1/2023	\$86,000	9415500	HVAC Systems Maintenance & Repair	local	Open market	American Air Mechanical Services (AAMS)	unknown	unknown	1445 Misty Lake Ct	Hanover	MD	21076
DCHFA-18-017	Investment Brokerage Services	Investment Broker Services	6/4/2018	6/4/2018	6/4/2023	\$0	9465600	Investment Management Services	local	Open market	Raymond James & Associates Inc.	unknown	unknown	951 East Byrd St., #930	Richmond	VA	23219
DCHFA-22-003	Photography Services	Photography Services	5/1/2022	5/1/2022	4/30/2024	\$30,000	9157200	Photography	local	Open market	Spielmann Studio	unknown	unknown	1426 Beulah Road	Vienna	VA	22182
DCHFA-20-006	Redevelopment Consulting, PM, & Relocation Consulting Services	Real Estate Advisory Services	3/13/2020	3/13/2020	6/30/2023	\$830,000	9188900	Real Estate/Land Consulting	local	Open market	Jones Lang LaSalle Americas, Inc. - JLL	unknown	unknown	2020 K Street NW	Washington	DC	20006
N/A	Postage Meter Lease	Postage Meter Lease	7/25/2017	7/25/2017	7/25/2023	\$29,318	9855400	Mailing Equipment including Postage meter rental or lease	local	Open market	Pitney Bowes	unknown	unknown	1313 N Atlantic Suite 3000	Spokane	WA	99201
DCHFA-21-009	Pest Control Services	Pest Control Services	7/26/2021	7/26/2021	7/26/2023	\$5,000	9105900	Pest Control	local	Open market	GNT Group LLC	unknown	unknown	1503 9th Street NW	Washington	DC	20001
N/A	Reis Subscriber Edition	Reis Market Coverage Subscriber Edition	9/10/2018	9/10/2018	9/9/2023	\$26,700	9563500	Internet Database Subscriptions	local	Open market	Reis Services LLC c/o Moody's	unknown	unknown	7 World Trade Center 250 Greenwich Street	New York	NY	10007
DCHFA-17-001	Website Hosting, Maintenance & Support	Website Management and Hosting	9/30/2017	9/30/2017	3/14/2023	\$86,200	8155143	Hosting Services, Website	local	Open market	Ignyte Group	unknown	unknown	1990 K Street NW	Washington	DC	20006
N/A	Emergency Notification System	Emergency Notification System	9/4/2019	9/4/2019	9/30/2023	\$9,804	2088900	Threat Alert Software	local	Open market	AlertMedia	unknown	unknown	901 South Mopac Expressway, Bldg 3, Suite 400	Austin	TX	78746
N/A	Payroll & HRIS System	HRIS & Payroll Software System	10/1/2018	10/1/2018	9/30/2023	\$60,000	9461000	Accounting and billing services (including Payroll Services)	local	Open market	Paylocity Corporation	unknown	unknown	3850 N Wilke Rd.	Springfield Heights	IL	60004
DCHFA-18.010.0	Microsoft Cloud Migration O365 & Training	Microsoft O365 Migration & Support	7/1/2020	7/1/2020	9/30/2023	\$818,740	9563575	Subscriptions, software licensing, cloud based	local	Open market	Centricity Technology Partners	unknown	unknown	621 Quakenbos St. NW	Washington	DC	20011
DCHFA-21-001	Snow/Ice Removal & Pretreatment Services	Snow/Ice Pretreatment & Removal Service	10/14/2020	10/14/2020	10/14/2023	\$15,000	9687270	Snow Removal services	local	Open market	Chiaramonte Construction Company	unknown	unknown	2260 Minnesota Ave SE	Washington	DC	20020
N/A	Board Attorney	DCHFA Board Attorney	7/15/2013	7/15/2013	9/30/2023	\$486,000	9614900	Legal Services, Attorneys	local	Open market	Goldblatt Martin Pozen LLP	unknown	unknown	1432 K Street NW	Washington	DC	20005
N/A	Student Loan Paydown & Education Contribution Program	Student Loan Paydown & Education Contribution Plan Administrator	10/3/2018	10/3/2018	10/3/2023	\$1,500			local	Open market	Gradifi In.	unknown	unknown	699 Boylston Street	Boston	MA	2116
DCHFA-17-004	Parking Valet & Management Services	Parking Valet & Management Services	11/1/2017	11/1/2017	10/31/2023	\$0	9587200	Parking Management Services	local	Open market	U-Street Parking, Inc.	unknown	unknown	50 Rhode Island Ave NW	Washington	DC	20002
DCHFA-20-007	Single Family Master Loan Servicer	Single Family Master Loan Servicer	6/23/2020	6/23/2020	6/30/2023	\$0	9200500	Application,Infrastrucuter, Hosting and Cloud Computing Services, Vendor Hosted and Internally Hosted	local	Open market	Lakeview Loan Servicing LLC	unknown	unknown	1001 Morehead Square Drive, Suite 475	Charlotte	NC	28203
DCHFA-18-016	Single Family Software Suite - Emphasys	Single Family Software Suite	8/20/2018	8/20/2018	8/20/2023	\$386,490	9200500	Application,Infrastrucuter, Hosting and Cloud Computing Services, Vendor Hosted and Internally Hosted	local	Open market	Emphasys Software	unknown	unknown	9675 NW 117 Avenue, Suite 305	Miami	FL	33178
N/A	Corporate Credit Card Program	Corporate Credit Card	5/12/2021	5/12/2021	5/15/2024	\$0	9463500	Credit Card Services	local	Open market	JP Morgan Chase	unknown	unknown	875 15th Street NW, FL 5	Washington	DC	20005
N/A	Hardest Hit Fund System - CounselorDirect	Single Family HHF software license and maintenance agreement	12/31/2020	12/31/2020	12/31/2024	\$130,000	9563575	Subscriptions, software licensing, cloud based	local	Open market	CounselorDirect (Homeowner Toolbox)	unknown	unknown	540 Wald	Irvine	CA	92618
580520-1	Managed Print Program - Canon Copiers	Managed print provider; maintenance & supplies Canon Copiers and local printers	6/22/2021	6/22/2021	6/22/2026	\$206,955	2037200	Printer Services maintenance and supplies	local	Open market	Metropolitan Office Products w. Ameritel	Male	African American	910 Barnaby Street SE, #201	Washington	DC	20032
DCHFA-22-001	Multifamily Project Accountant	strategic and operations consulting	10/22/2021	10/22/2021	12/31/2023	\$43,200	9180400	Accounting/Auditing/Budget Consulting	local	Open market	Clarendon Partners	unknown	unknown	1220 N Fillmore St, Suite 305	Arlington	VA	22201



# **TAB 11**

## DCOD – Survey Instrument

Thank you for participating in this survey of current and past DC Open Doors (DCOD) clients. The purpose of this survey is to better understand the DCOD client so that DCHFA can better address the needs of DC homebuyers. At the completion of this survey, you will receive a \$25 amazon gift card as small token of appreciation. Please note this survey is unique to you and nontransferable. All information will remain anonymous and be used for internal purposes only. *\*insert additional legal language here\**

### **Qualifying Questions**

1. Did you apply for DCOD? Y/N (*if no, disqualify for survey*)
2. Were you approved for DCOD Y/N
3. Did you use DCOD in the purchase of a home in DC? Y/N
4. What was the down payment assistance amount received from DCOD? \_\_\_\_\_
5. Did you receive any other down payment assistance? Y/N
  - a. If yes, what program \_\_\_\_\_
  - b. What amount? \_\_\_\_\_
6. I received a financial gift (from a family member or friend) to help with my down payment. Y/N
  - a. If yes, how much did you receive? \_\_\_\_\_

### **Section I – Demographic**

1. Age (Under 30), (30-40), (40-50), (50 – 65), (65 and over)
2. **Age when approved for DCOD** (Under 30), (30-40), (40-50), (50 – 65), (65 and over)
3. Race American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White
4. Ethnicity (Hispanic/Latino, Non-Hispanic/Latino)
5. Gender (M, F, Non-Binary, Other)
6. Marital Status (Married, Never Married, Widow, Divorced)
7. Children under 18 in home (No Children, 1 child, 2 children, 3+ children)
8. Children over 18 in home (No Children, 1 child, 2 children, 3+ children)
9. Did you attend college or other post-secondary education? Y/N
  - a. If yes, do you have outstanding debt? \_\_\_\_\_
  - b. If yes, what amount is outstanding? \_\_\_\_\_
10. What is your current Household Income (up to \$50,000), (\$50,000 - \$75,000), \$75,000 - \$100,000, (\$100,000 - \$150,000), \$150,000 - \$200,000, (over \$200,000)

## Section II – Housing Characteristics

1. Own Home (Y/N)
2. Own Home in DC (Y/N)
3. If Own in DC, located in which ward (1, 2, 3, 4, 5, 6, 7, 8, unsure)
4. If Own – Select type (SFD, TH, Condo)
5. Mortgage Status – No mortgage, mortgage
6. Mortgage type – VA, Traditional, Other \_\_\_\_\_
7. Mortgage Length – 15-year, 30 year, Other \_\_\_\_\_
8. Original Purchase Price \_\_\_\_\_
9. Amount Outstanding \_\_\_\_\_
10. Have you ever refinanced your home Y/N

## Section III – Experience with DCOD

1. How did you hear about DCOD
  - a. From a friend/family member
  - b. Through advertisement (TV, radio, social media, newspaper)
  - c. Community/Neighborhood listserve/group
  - d. Information session
  - e. I found it through my own research
  - f. My lender
  - g. My real estate broker
  - h. Other \_\_\_\_\_
2. I find out most of my news and information from the following (top 3)
  - a. Social media (please specify platforms) \_\_\_\_\_
  - b. Traditional online or print newspapers (please specify) \_\_\_\_\_
  - c. TV/Streaming services \_\_\_\_\_
  - d. Friends/Family
  - e. Through my employer
  - f. Community organization
  - g. Church/Faith based institutions
  - h. Affiliations (sports, school, hobbies)
  - i. Trusted sources/Influencers
3. Why did you utilize DCOD (select top 3)
  - a. Did not have sufficient savings to purchase a home
  - b. My debt-to-income ratio is/was too high
  - c. I fit the income qualifications
  - d. I am/was a first-time homebuyer
  - e. It was recommended to me by my lender
  - f. It was recommended to me by my real estate broker

4. I found DCOD program easy to use
  - a. Agree
  - b. Neutral
  - c. Disagree
  
5. The DCOD program provided sufficient down payment assistance. Y/N
  
6. Please select any challenges you had with the DCOD program
  - a. The application process was confusing
  - b. Took too long to get approved
  - c. Took too long to get funding
  - d. My lender did not understand the program
  - e. My broker did not understand the program
  - f. The amount of assistance was not enough

#### **Section IV – Current Status**

1. Since your home purchase have you faced any of the challenges below:
  - a. Bankruptcy
  - b. Foreclosure
  - c. Job Loss
  - d. Major Home repairs (roof, HVAC systems, water damage/mold)
  - e. Other (please describe) \_\_\_\_\_
  
2. Did you receive any financial assistance to address these expenses?
  - a. If yes, please indicate program \_\_\_\_\_
  
3. Do you still live in the home you purchased using DCOD?
  
4. If yes, do you know the current estimated value of your home?
  
5. If no, did you sell your home for a profit, loss or no gain in value?

**Other - Please share any other feedback you have regarding the DCOD program (limit to 300 words)**

# TAB 12

## DCHFA FY 2022 and FY 2023 Finance Projects

Project Name	Fiscal Year	Ward	Rental/Ownership?	Total Units	Studio Units	1BR Units	2BR Units	3BR Units	4BR Units	Type of Funding	Total Funding
SOME North Capitol Street	2022	5	Rental	139	138	1	0	0	0	Bond Issuance	33,174,210
Waterfront Station 2	2022	6	Rental	94	24	63	7	0	0	Bond Issuance	15,650,000
Kenilworth 166	2022	7	Rental	166	0	75	49	28	14	Bond Issuance	41,400,000
HanTiv Supplemental	2022	5, 8	Rental	N/A	0	0	0	0	0	Bond Issuance	2,000,000
Cascade Park Apartments II	2022	8	Rental	59	2	20	20	11	6	Bond Issuance	11,825,000
Delta Towers Capitol Vista (Supplemental)	2022	5, 6	Rental	N/A	0	0	0	0	0	Bond Issuance	3,375,000
Parcel 42	2022	2	Rental	110	14	77	19	0	0	Bond Issuance	29,460,000
Shepherd Park Apartments (7428 Georgia NW)	2022	4	Rental	66	10	34	2	20	0	Bond Issuance	16,300,000
The Strand Residences - Supplemental	2022	7	Rental	N/A	0	0	0	0	0	Bond Issuance	2,200,000
Terrace Manor	2022	8	Rental	130	0	75	47	8	0	Risk Share	36,990,000
The Asberry	2022	8	Rental	108	4	80	24	0	0	Bond Issuance	32,275,000
Paxton	2022	7	Rental	148	8	87	16	37	0	Bond Issuance	46,920,000
Ridgecrest Village Ph 1	2022	8	Rental	140	0	4	88	48	0	Bond Issuance	21,905,000
Wilhelmina Rolark	2022	8	Rental	180	35	65	40	40	0	McKinney Act Loan	1,000,000
Congress Heights Metro Residential	2022	8	Rental	179	8	109	46	16	0	McKinney Act Loan	1,000,000
Howard Road Townhomes - Phase 1	2022	8	Ownership	10	0	0	0	10	0	Bond Issuance	1,000,000
EucKal	2023	1	Rental	50	0	20	15	13	2	Bond Issuance	31,110,000
Takoma Place Supplemental	2023	4	Rental	N/A	0	0	0	0	0	Bond Issuance	2,100,000
Park Morton Phase 1	2023	1	Rental	142	19	73	49	0	1	Bond Issuance	51,170,000
Belmont Crossing Phase 1	2023	8	Rental	169	0	68	49	44	8	Bond Issuance	48,864,000
Faircliff Plaza East	2023	1	Rental	125	0	46	40	39	0	Bond Issuance	51,450,000
3450 Eads	2023	7	Rental	49	0	32	9	8	0	Bond Issuance	20,536,000
Residences at Kenilworth Park (AALF) - Supplemental	2023	7	Rental	N/A	0	0	0	0	0	Bond Issuance	5,840,000
<b>Total</b>				<b>2,064</b>	<b>262</b>	<b>929</b>	<b>520</b>	<b>322</b>	<b>31</b>		<b>507,544,210</b>